



FALLS CHURCH CITY HALL IMPROVEMENTS AND PUBLIC SAFETY CENTER FEASIBILITY STUDY



REPORT 1 – STATEMENT OF NEED FINAL REPORT

JUNE 26, 2008

PSA  Dewberry



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 1 – Overview

A. Introduction

In September 2007, the PSA-Dewberry team was hired to explore long-term solutions to growth of the agencies currently housed within the City Hall Building (including the General District and Juvenile & Domestic Relations Court, Sheriff, Police, and City Hall functions). The Community Center and Mary Riley Styles Library were also included in the study.

The components of General Government included in this study are currently located on two different pieces of land – the City Hall/Community Center site, and the Library site. As each of the component agencies grows to the extent anticipated in the earlier chapters of this study, locating those components becomes increasingly difficult. The Library is already strained on its existing site, and the site will not permit expansion of either the building or the parking. The City Hall has undergone numerous renovations to improve building circulation and customer service, wayfinding and adjacencies; yet the facility still struggles with the competing public and secure uses, screening vs. not screening facility visitors, and inadequate space for future growth. The Community Center has improved and expanded on site, and all future growth plans include remaining in the same location, where there is constant competition with the City Hall for public parking and vehicle circulation.

A review was made of available sites within the City of Falls Church to determine if there were other sites to include in the final analysis of options. Sites which were reviewed include, among others, a green space behind the High School, a centrally located park area, and the Property Yard. Of these, the Property Yard was determined to be the only site with sufficient acreage and road access to consider for long-term use, and it was determined that the Police Station would be the appropriately sized component to consider for that location. A HazMat study was conducted on the Property Yard to determine if any contamination is present at that location. The results of that study found minor contamination with an estimated \$2,000 cleanup cost. Details of this study are included in the Appendix of this report.

An effort was also made to capture the City of Falls Church's current downtown development initiatives, including the City Center project and other mixed use proposals. The PSA-Dewberry team worked with the City's Economic Development and City Administration staff to capture the long-term vision for a new downtown area, and to integrate the long-term City Hall options with this vision.

To develop the three options for accommodating long-term growth, the program components were aggregated in various permutations to create building options appropriate to the sites available. Two fundamental assumptions form the foundation of all three options:



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- 1) The Mary Riles Styles Library has outgrown its current location, and in order to grow, the Library must re-locate.
- 2) The Community Center should remain and expand in place, with the caveat that the proposed natatorium could be located elsewhere (perhaps at the High School).

Given the many issues to be considered, each option was designed to accomplish the following goals:

- 1) Remaining consistent with the values and goals of the City of Falls Church,
- 2) Preserving historically significant facilities for continued use,
- 3) Reducing the current overcrowded conditions in most agencies,
- 4) Meeting anticipated future growth needs for all agencies,
- 5) Optimizing functional adjacency needs and co-location needs with other agencies or departments,
- 6) Maximizing customer service and public usage, as necessary
- 7) Preserving green space and site density,
- 8) Improving vehicle circulation and parking at all locations.

Each option includes Police Station, Juvenile & Domestic Relations / General District Court, Sheriff's Department, City Hall, Community Center, and Library functions. The groupings and co-locations of these components vary for the three options, with different pros and cons.

As part of the introductory work, S3E (Engineering Analysis) and Froehling & Robertson, Inc. (Hazardous Materials Analysis) examined the Falls Church City Hall Building and supporting building documentation in order to determine the condition of the building and its systems and to identify any areas in need of attention. The results of this investigation can be found in this Report 1 volume. In general, the team found the facility to be reasonably well maintained but in need of modernization in order to bring it into compliance with current codes and to replace building systems which are at the end of their useful life cycle. This initial phase of work also included user interviews and development of an architectural space program for all study components. Those preliminary elements (the physical assessment and estimate of space needs) constitute the body of this Report 1.

Section two of this report contains the results of the facility assessment portion of the study. Sections three through seven of include the documentation of space needs for each agency or user group included in the study. These space needs are estimated assuming some groupings or co-locations of agencies to maximize operational efficiencies and to reduce duplication of needs for spaces that can ultimately be shared, such as conference rooms and staff restrooms. The surrounding text describes adjacency requirements,



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parking needs, and operational nuances of each user group which will help the design team to craft the best possible architectural solution for all users.

The remainder of the work for this study involved the development of options for accommodating the anticipated long-term growth within various available sites in Falls Church. The results of that portion of this study are included in Report 2.



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Report 1

Section 2 – Existing Conditions – City Hall

A. Overview

In September 2007, PSA-Dewberry (Architectural Analysis), S3E (Engineering Analysis), and Froehling & Robertson, Inc. (Hazardous Materials Analysis) examined the Falls Church City Hall Building and supporting building documentation in order to determine the condition of the building and its systems and to identify any areas in need of attention. In general, the team found the facility to be reasonably well maintained but in need of modernization in order to bring it into compliance with current codes and to replace building systems which are at the end of their useful life cycle.

This section discusses the existing building condition in terms of building systems. Each of the following aspects of the building is discussed in detail:

- Architectural
 - Exterior
 - Interior
 - Use Group and Construction Type
 - Building Code
 - Accessibility Code
 - Envelope
- Engineering
 - Mechanical
 - Plumbing
 - Fire Protection
 - Electrical
- Hazardous Materials



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B. Architectural Analysis

1. Overview

The Falls Church City Hall Building was evaluated under Part I of the Virginia Uniform Statewide Building Code, The Virginia Construction Code, 2003 Edition (essentially the IBC 2003), and was evaluated under the standards for new construction. This was done to provide an equivalent comparison to alternatives which provide new facilities; and was also based on the understanding that renovation and addition options for the existing facility will require substantial new construction and that the resulting facility should provide essentially uniform levels of life safety, utility and performance throughout the added and renovated areas.

The Falls Church City Hall Building is a two story brick structure of approximately 12,223 gross square feet (GSF) per floor, and includes basements under the Wings and a crawl space below the Courtroom/Chambers. The building is H-shaped, with its predominant length along the latitudinal (east-west) axis, and its main facades facing south to the corner of Park Avenue and Little Falls Street and east to Little Falls Streets. The Falls Church City Hall Building is almost symmetrical about its center, latitudinal (east-west) axis (except for the north end of the East Wing which extends approximately 38 feet further north than the West Wing) and is traditional in its approach and detail.

The Falls Church City Hall Building was built in two phases: the initial north-south West Wing and the east-west Chambers Wing in 1956 and the later north-south East Wing in 1982 (with renovations to the initial facility at that time). The plan elements of the building are designated West Wing, East Wing and the connecting Chambers. The upper floor elevations of the East and West Wings align, but the floor elevations of the Chambers are offset approximately half a story (+/- 6 feet) to provide higher ceiling clearance for the combined Courtroom and City Council Chambers on its upper level. The roof line of the building aligns across all three wings.

The floor designations for the West Wing from the top down are 3rd floor, 1st floor (the west entry level) and G2 floor (the basement level for this wing). The Chambers floor designations from the top down are 2nd floor (the Courtroom/Council Chambers, with entries from grade via monumental exterior stairways on the south side, adjacent to the East and West Wings), and G floor (which is mostly below grade on the south façade, but on grade on the north façade with an entry from grade adjacent to the West Wing). The floor designations for the East Wing from the top down are 3rd floor, 1st floor (the east entry level via monumental stairs from grade or accessible ramp from the southeast), G2 floor (the basement level for this wing, which is approximately 9 inches lower than the West Wing's G2 floor with an areaway exit to grade via a landing under the monumental stairs and adjacent stairs up to grade on the east end), and G3 floor (the Sub-Basement).



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The East Wing's north egress stair discharges to the west from the 1st floor via an exterior landing. The G2 floor's police holding area is accessed from grade on the north via an exterior ramp that slopes down to a landing in an exterior areaway.

The East and West Wings typically have offset central corridors, running south from the north egress stair past an elevator (in each wing which opens in both front and rear to access the Chambers floors) to the south egress stair. The south egress stairs are interior to each wing, connect to the offset floor levels of the Chambers, and discharge to the east and west respectively via the entry lobbies on the 1st floor (and also via the G2 floor's lobby for the East Wing). The Chambers' G floor connects the East and West Wings' interior egress stairs and the rear openings of their elevators by an offset corridor along the south (below grade) façade. There is no direct connection of the East and West Wings on the 2nd floor except through the Courtroom/Council Chambers (and its west end center corridor) which connect to the East and West Wings' interior egress stairs and the rear openings of their elevators. There is no connection of the East and West Wings on the 3rd floor.

2. Exterior Analysis

The Falls Church City Hall Building's walls are red brick construction on concrete masonry unit back-up, in Flemish bond, with grapevine tooled joints, a cove water table below the 2nd floor, brick jack arches (curved brick arches at the Courtroom/Council Chamber) over the windows and with limestone window sills. The main (east, south and west) entries are wood double doors, with half glass lights and with clerestory light above, flanked by painted wood pilaster columns supporting painted wood entablature trim above the doors. The east G2 floor entry is a dark bronze aluminum and glass storefront door with sidelight. The stair egress doors are single leaf wood doors with half glass lights and clerestory lights above. The north egress from the G floor is similar, but a double door. There is a painted wood trim cornice at the roof line, with painted wood modillions. The windows are double-hung, single pane wood units with storm windows in the 1956 portion and double-hung, insulated aluminum units with storm windows in the 1982 addition. The south and east entries have ornamental metal guard rails and hand rails at the entry steps. The roof material is slate on an almost 45 degree sloped, hip roof, with snow guards at the eaves; externally drained, with copper gutters, leader heads and downspouts. Each of the three wings has two symmetrically arranged chimneys.

3. Interior Analysis

Finishes are typically 2' by 4' suspended, lay-in, acoustical tile ceilings, painted gypsum board (or plaster) partition walls with carpeted floors. Finishes in the Courtroom/Council chamber are plaster ceilings over painted wood crown molding, with acoustical panel walls above painted wood paneled wainscot and base. The floors and steps are carpeted. The building's toilets have ceramic mosaic tile floors and ceramic tile walls. The locker



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and toilet have ceramic mosaic tile floors and ceramic tile walls. The elevator cabs and controls should be further evaluated for replacement.

4. Use Group and Construction Type

The building is a mixed occupancy of Use Groups A-3 (the Courtroom/ Council Chamber) and B Office for the remainder of the facility. The 1982 addition is separated from the 1956 initial building by 2-hour fire resistance rated construction.

The Construction Type is III (or V) due to the combustible attic framing. The most favorable Construction Type is III-B for a non-separated mixed occupancy. When evaluated under the A-3 criteria, the building exceeded the overall allowable square footage by approximately 1,300 SF. Solutions include:

- Revise the Construction Type to III-A (adding 1-2 hour fire-resistance rated construction to structure, floors and roof).
- Sprinklering the entire building.
- Create two separate buildings on the site (by providing 1 hour fire-resistance rated construction for all openings within 30 feet of the joint between the Chambers and the East Wing on both elements).

The recommended approach is to sprinkler the entire building, which should also make implementing any building additions required to satisfy program easier to achieve.

The building's arrangement of offset floor levels in the connecting Chambers Wing creates problems of access, egress and wayfinding.

5. Building Code

The following points describe building code violations seen at City Hall:

- Interior stair handrails are typically not in accordance with code for continuity and profile (grasping). Guardrails are typically absent and not in accordance with code for continuity, profile (grasping), and prevention of the passage of a 4 inch sphere when present.
- Exterior stair handrails are typically not in accordance with code for continuity, profile (grasping) and prevention of the passage of a 4" sphere. Guardrails are typically absent and not in accordance with code when present.
- Two additional draftstops are required to subdivide the Attic of the original 1956 West Wing and Chambers into areas not exceeding 3,000 SF.
- Stairs are typically not in accordance with code for run or rise.



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- Egress at exterior exit doors is typically not level across both sides of the door opening and/or the exterior landing is not in accordance with code.
- The West Wing's south stair enclosure and configuration are not in accordance with code.
- The Lobbies lack 1 hour fire-resistance rated construction separation at the levels of discharge at the East Wing.
- The Courtroom/Council Chamber lacks handrails on the stairs to the Well and to the Bench, therefore there is no code compliant 2nd means of egress as required.
- Firestopping is missing from penetrations in fire-resistance rated construction.
- Stairs are lacking gates to prevent occupants from continuing to travel down below at the level of exit discharge.

6. Accessibility Code

The following points address the changes that need to be made to the existing building in order to meet the requirements of the Accessibility Code:

- All public and common use toilets must be accessible. Private toilet rooms shall be adaptable.
- The locker rooms must be accessible.
- All door operating hardware such as handles, pulls and other operating devices on accessible doors must have a shape that is easy to grasp with one hand and does not require tight grasping, pinching, or twisting of the wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs.
- Drinking fountains spout heights and accessibility need to accommodate both individuals in wheelchairs and individuals who have difficulty bending or stooping on a 50%/50% basis. This can be accommodated by the use of a "hi-lo" fountain.
- Two accessible means of egress are required from each of the floors in the Wings and the Chambers of the building. Because the facility is not fully sprinklered, this must include both the elevators (which both require an emergency power source) and the establishment of areas of refuge on each level of the facility above or below the grade entry level.
- All signage for public spaces needs to meet accessibility standards.
- All public service counters need to be accessible.
- Double doors to public spaces in the 1956 portions of the building need to provide a 32" clear opening in at least one leaf.
- Cross slopes at the handicapped parking spaces should not exceed the permitted 2%.
- Curb cuts for the sidewalks should be in accordance with code for edge slopes and tactile differentiation.



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- Multiple counters, water coolers, fire extinguishers, etc. should not extend more than 4” from walls.

7. Envelope

The following points address problems associated with the envelope of City Hall:

- There are water leaks in the G3 floor Janitor Storage Room, in the southeast corner of the Mechanical Room, and in the G2 floor Elevator Pit.
- The thin brick has fallen off of the north chimney on the East Wing.
- The wood single-pane windows in the 1956 portions of the building have exceeded their expected useful lifespan.
- The wood doors in the 1956 portions of the building have exceeded their expected useful lifespan.
- Sidewalks and steps are cracked and settled which creates tripping hazards.



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C. Engineering Analysis

1. Mechanical

The original building's mechanical system consists of a cooling tower, chiller and a boiler providing hot water and chilled water to an air handling unit (located in the mechanical room) serving interior spaces. In addition there are thirty-six (36) console type fan coil units that are supplied through a two-pipe water distribution system. Over the years, five (5) air-cooled split A/C systems were added for Server Room, Telecommunication Room, Employee Lounge, and Print Room on Level G-2.

The boiler, and all console type fan coil units are originals. The age of the chiller is not certain at this time, but it appears to be very old. The cooling tower and air handling unit have been replaced recently; the cooling tower two months ago and air handling unit one year ago. All air-cooled split A/C system equipment is relatively new. The piping system is original.

The Renovation and Addition area mechanical system is independent from the 1956 building mechanical system. The system consists of a 100-ton cooling tower, a heat exchanger, and a boiler providing system water to water-source heat pumps through a two-pipe water distribution system. This heat pump system provides heating or cooling to the space as needed throughout the year. Over time, the original heating and ventilating unit (HV-1 located in mechanical room) serving Level G-3 was replaced with air-cooled split A/C units and an air-cooled split A/C system was added for the Dispatch Room on Level G-2. Shortly after construction, phase protectors that require manual reset were installed on most HVAC equipment.

The boiler and heat exchanger are original. There are eleven (11) ducted water-source heat pump units and forty-two (42) console type water-source heat pump units. Six (6) ducted units and two (2) console type units have been replaced within past five years. The cooling tower was replaced two years ago.

Automatic Temperature Controls

Mechanical system controls are tied to a DDC building automation system (BAS), which the mechanical system controls of the public library are also tied to. Brief description is as follows:

1956 Original Building:

- Chiller, boiler, and three (3) pumps in mechanical room are tied to BAS.
- Changeover between heating and cooling modes can be done via BAS.
- Boiler operates per hot water temperature reset schedule.



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- Cooling tower is not tied to BAS.
- Console type fan coil units are not tied to BAS.

1982 Renovation and Addition:

- Console type heat pump units: Unit start/stop can be performed by BAS. Space temperature can be monitored by BAS.
- Eleven (11) ducted heat pump units and two (2) split A/C systems: Unit start/stop can be performed by BAS. Space temperature settings can be adjusted by BAS.
- Boiler is monitored by BAS.
- Cooling tower is not tied to BAS.

Findings

General:

- Power surge occurs often, especially during storm seasons in this area. When it happens, phase protectors cut off power to HVAC equipment, and almost every unit in the building must be visited and manually reset in order to put the unit back to operation.
- Heating and cooling capacity of the systems appear to satisfy the overall load.
- There are some local areas which may need some supplemental heating or cooling. For example, at four (4) workstation areas in the Police Dept. in the 1982 Building Level G-2, many pieces of heat producing equipment are located in one workstation causing uncomfortable conditions.

1956 Original Building:

- Piping system is original, and isolation valves in runout piping to console units may not hold the water when units need be replaced.
- Console type fan coil units exceeded their reasonable life expectancy.
- The two pipe system needs seasonal changeover between heating and cooling modes. Once the system mode is set to a heating or cooling mode, it cannot be changed back to the other mode easily. This causes discomfort condition at the time of changeover depending on the weather.
- It appears that ventilation air is not provided in Print Room on Level G-2 where a dedicated split A/C system is conditioning the space.

1982 Renovation and Addition:

- Mechanical equipment in general has been maintained well and is in fairly good working condition. Some units have been replaced since the original construction as noted above.
- Ducted air distribution systems are constant volume type, and each system serves multiple rooms. Since each system has a single thermostat to control space temperature, temperatures of individual rooms are not controlled.



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2. Plumbing and Fire Protection

Most plumbing fixtures were replaced throughout the building two years ago with low water consumption type fixtures, with the exception of a few fixtures on Level 3. A domestic water heater in each of the two mechanical rooms provides hot water to the building. The heaters appeared to be operational and in fair condition. The building has a dedicated incoming water service for the sprinkler system and uses city water pressure. The building is partially sprinklered as follows:

1956 Original Building

- Level G-2 – most areas are sprinklered.
- Levels 1 and 3 are not sprinklered.

1982 Renovation and Addition

- Level G-3 – all areas are sprinklered.
- Level G-2 – only police areas (one third of the floor) and storage rooms are sprinklered.
- Levels 1 – only certain rooms (Clerk of the Court, Customer Service of Public Utility, and storage rooms) are sprinklered.
- Levels 3 – only certain rooms (City Manager's Office glass door, Financial Office's glass door, and storage rooms) are sprinklered.
- Level G (G-Corridor) and Level 2 (Council Chambers) are not sprinklered.

Findings

The plumbing piping in the 1956 building is original and is at the end of its useful life. The plumbing piping in the 1982 addition is approximately 25 years old and would be expected to last another 15 years if it has been well maintained. If a complete renovation of the building were done, some of the piping in the newer addition may be able to be reused depending on the extent of the renovation. If new plumbing fixtures were installed at new locations throughout the building it may be easier to install new piping and fixtures throughout the building. The scope of the piping replacement will depend on the extent of the renovations. If the facility is renovated, a sprinkler system will have to be installed throughout the entire building.

3. Electrical

a. Service and Distribution

The existing electric service to the building is 277/480 volt, 3-phase, 4-wire 1200Amps, underground. The building is being served from a pad mounted utility transformer. The



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line side service conductors terminate in an 800A current transformer (C/T) cabinet, located in the existing mechanical room on the sub-basement level of the 1982 addition.

The line side conductors terminate in a wiring trough underneath the C/T cabinet. They are tapped to feed a 277/480V 3 phase 4 wire 800A main distribution panel with an 800A adjustable trip main circuit breaker, a 400A 3 pole fused disconnect switch to feed the older part of the building, and a 100A 3 pole fused main disconnect switch for the building emergency system. The main distribution panel provides power for 277/480V branch circuit panels throughout the newer part of the building and the elevator.

Panel “Z” located in the mechanical room; a 277/480V 3 phase 225A panel that serves the lighting circuits on the sub-basement level, some mechanical equipment, snow melting circuits via a 100A contactor, and a 30 KVA transformer for panel “A”, a 120/208V 3 phase 100A panel for the low voltage circuits on the sub-basement level. Panel “Z1” is a 277/480V 3 phase 225A panel that serves pumps, heaters, cooling tower, and other equipment in the mechanical room.

A 277/480V panel, a transformer, and a 120/208V panel located in the electric rooms serve the lighting, HVAC and low voltage (receptacles etc) circuits on each respective floor in the 1982 addition. The 400A 3 pole fused disconnect switch mentioned above feeds panel “U”, a 400A 277/480V 3 phase panel, located in the electric and telephone room of the 1956 original building. Panel “U” is the distribution panel for the original building. It feeds a 277/480V branch circuit panel on each floor, and provides power for panel “DP2”, a 120/208V distribution panel for low voltage branch panels on each floor. Panel “U” also feeds the old 120/208V 400A panel located in the mechanical room, which was the main service panel when the original building was constructed. The existing main distribution panel, branch panels, disconnect switches, and transformers are all Federal Pacific with the exception of the 400A old service panel, which was manufactured by Square D.

Findings

The existing distribution system is functioning, however the system manufacturer is no longer in business and replacement parts are not available. Through the years, other manufacturer’s circuit breakers were fitted into existing panels. In the event of a complete renovation it is recommended that the power distribution equipment be replaced.

b. Emergency Power

The building has a 277/480V 3 phase 4 wire 60KW emergency generator located in the areaway outside of the mechanical room on the sub-basement level of the newer part of the building. The existing generator is manufactured by Katolight. It is equipped with weatherproof housing.



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The existing emergency distribution system consists of a 100A 3 pole solid neutral fused main emergency disconnect switch, a 277/480V 3 phase 4 wire main emergency panel, a 100A 3 pole automatic transfer switch, a 9KVA transformer, and a 120/208V 3 phase 4 wire emergency panel, located in the mechanical room on the sub-basement level of the newer part of the building.

A 277/480V branch panel is located in the electric room on each floor of the newer part of the building for the emergency lighting and for providing power to a transformer and a 120/208V branch panel. The 120/208V branch panel and related transformer only exist on the basement floor and upper level electric room of the newer part of the building.

The main emergency panel also feeds a 277/480V panel in the electric and telephone room of the older part of the building, which provides power for the emergency lighting circuits and a transformer for a 120/208V panel for low voltage emergency equipment. At a later date, a 277/480V portable generator was brought to the site to supplement the existing emergency system. A pedestal and a feeder were installed at the northwest corner of the newer part of the building for connection of the portable generator.

A 400A 3 phase circuit was installed in the main electric room feeding a 400A panel via a 400A double throw disconnect switch, which serves as a manual transfer switch. Both elevators, Police Department equipment, Command Center equipment on third floor, etc. are connected to this new panel. The Panel and the double throw disconnect switch are manufactured by Cutler-Hammer.

In a case of power failure this portable generator will need to be connected via the pedestal, started manually, and the double throw switch will need to be turned from utility supply to generator supply. Upon return of utility power the generator will need to be turned off, and the loads need to be transferred over to utility power. The building emergency system also serves the fire alarm system and communication equipment.

Findings

The building emergency generator is in working condition. The emergency distribution system (switches, panels, etc.) are manufactured by Federal Pacific which is no longer in business, so replacement parts are not available. In the event of a complete renovation, it is recommended that a new properly sized generator and distribution equipment be installed for the entire building.

c. Lighting

The majority of the building is illuminated by recessed or surface mounted fluorescent lighting fixtures. In the corridors, recessed 2'x 4' 2-lamp fluorescent fixtures with acrylic prismatic lens are used. In office areas recessed 2'x 4' 4-lamp fluorescent fixtures with acrylic prismatic lenses are used. In storage and utility areas one or two lamp strip fluorescent fixtures are used.



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The fixtures vary; some are the original fixtures from the original construction, some have been replaced due to renovations, and some are newly installed. Because of the different ages of the fixtures the type of lamps used are different. Maintenance has to have five or six different type of lamps in stock for replacement.

In the Council Chambers incandescent pendant chandeliers are used with recessed HID down lights. Due to the long strike up time and even longer re-strike time of the HID fixtures, the room is dark after a power failure for about 10 to 20 minutes. The exit lights are all different. Some of them are incandescent, some are fluorescent and all are different ages. Wall mounted light fixtures at entrance doors accomplish the exterior lighting. No pole lights or other type lighting exist.

Findings

The existing lighting system is getting old for the most part. It is recommended that instead of replacing existing ballasts or other fixture components, provide new energy efficient fixtures with T8 lamps and electronic ballasts. It is also recommended that the existing HID fixtures in the Council Chamber be replaced with compact fluorescent down lights.

d. Communications Systems

The existing telephone service is terminated in the electric and telephone room of the older part of the building. The security and CCTV system is approximately five years old. It was installed and is being monitored and maintained by an independent contractor hired by the City of Falls Church.



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D. Hazardous Materials Analysis

The purpose of the hazardous materials survey was to establish the presence or absence of hazardous materials in City Hall and if present, how the hazardous materials would affect any changes to City Hall's current use.

NOTE: Per a prior study conducted at the City, the presence of asbestos or other hazardous materials does not indicate a risk to the employees currently working in the facility, as long as that asbestos material is contained. Only if the asbestos-containing material (floor tile, paint) is disturbed (through renovation or other process) should it be abated.

1. Executive Summary

The scope of work for this analysis included inspection and sampling for asbestos and lead based paint and identification of mercury containing and other regulated materials that could affect renovation or demolition activities at City Hall. The inspection was completed by Jay Fowles and Justin Sweitzer of F&R. As the building was occupied and in accordance with the project scope of work, the survey was limited to utilizing non-destructive sampling techniques. Non-destructive sampling techniques included assuming light ballast not labeled "non-PCB Containing" did contain PCBs; gages thermostats, thermocouples and other devices that were not marked as "mercury free" or where measuring fluids could not be observed were assumed to be mercury containing. Other assumptions used for the survey included emergency lighting contained batteries, self illuminating signs did not contain a radium or radioactive source, there were no hydraulic systems associated with City Hall elevators, and self-cooled water fountains and refrigerators contained CFC/HCFCs. Enclosed columns and piping/ventilation chases within the enclosures or behind walls were not surveyed or assessed.

To prepare the abatement cost estimates, an assumption was made that all hazardous materials and ACM/ACBM noted during this survey would be removed during the renovation activities. Additionally, the cost estimate assumes that the building will not be occupied during abatement activities.

2. Survey Findings

Prior to conducting the hazardous materials survey at City Hall, F&R reviewed a previously completed asbestos survey for City Hall completed by EI, Inc dated April 2, 2005. During the survey, F&R confirmed the continued presence of the asbestos identified in the EI report with no changes. F&R surveyed the entire City Hall to identify additional asbestos containing materials (ACM) and asbestos containing building materials (ACBM) following Asbestos Hazard Emergency Response Act (AHERA) criteria for inspection and sampling which at the present time is the most stringent protocol excluding destructive sampling. Materials sampled included piping insulation,



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pipe fitting insulation, tile adhesive (mastic), ceiling tiles, ceiling plaster (above the drop-in ceiling), and wall joint compound. The following paragraphs summarize our findings:

- F&R verified that the asbestos containing floor tiles identified in the EI, Inc is still present. F&R verified that the asbestos containing insulation board in some of the wall heaters is still present. F&R verified that the asbestos containing duct insulation in the attic of the east wing is still present. F&R verified that the asbestos containing dampening cloth in the east wing attic was still present.
- F&R identified asbestos containing pipe insulation wrap in the west wing boiler room. This pipe wrap can be identified by its black color. Other pipe wrap that is not black was sampled and found to not contain asbestos.
- F&R identified asbestos in a vibration dampening cloth in the west wing basement boiler room.
- F&R sampled additional piping insulation throughout City Hall. With the exceptions noted above, F&R found that the remaining piping was not asbestos containing.
- F&R identified fluorescent lighting and ballasts throughout City Hall. F&R visually inspected ten separate florescent fixtures and noted that none of the fixtures inspected were labeled as “non-PCB containing”. Therefore, F&R assumes that all of the light fixtures within City Hall are PCB containing. The light bulbs are assumed to be mercury containing.
- F&R did identify a limited amount of regulated and/or hazardous materials in City Hall. The majority of these materials were located in the basement in the west wing of City Hall. These items included water treatment chemicals, cleaning (housekeeping) materials and a limited amount of lubricants.
- F&R tested 24 separate surfaces within City Hall for lead-based paint. One surface (the door frame of Door #35) tested positive for lead-based paint above the action limit of 1.

3. Cost Estimates

F&R has developed conceptual cost estimates for the renovation of the office areas. F&R is assuming that no work is to be conducted on the roof.

- Floor tile – Approximately 3,500 square feet of asbestos containing floor tile is present throughout City Hall. F&R assumes a cost of \$2.75 per square foot for abatement of the floor tile. Our cost estimate assumes that City Hall will be vacant during the abatement. If City Hall is to be occupied during the abatement, a cost of \$3.00 per square foot is appropriate for estimating purposes.
- Floor tile mastic – Approximately 3,500 square feet of asbestos containing mastic (ACBM) is present throughout City Hall. F&R assumes a cost of \$1.00 per square foot for abatement of the mastic if performed simultaneously with abatement of the asbestos containing floor tile. Our cost estimate assumes that the



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- building will be vacant during the abatement. If the building is occupied during abatement and the mastic is removed simultaneously with the asbestos containing floor tile, an estimated cost of \$1.25 per square foot is appropriate.
- Boiler room heating duct work – Approximately 4 square feet of dampening cloth associated with heating ductwork containing asbestos (ACM) is present in the west wing attic and 10 square feet of dampening cloth associated with the heating ductwork is present in the boiler room. F&R assumes a cost of \$15.00 per square foot for abatement (removal) of the duct work dampening cloth.
 - Piping Insulation – Approximately 80 linear feet of asbestos pipe wrap and four pipe elbows would require abatement. F&R assumes a cost of \$25 per linear foot for abatement of the piping and elbows.
 - Lights and ballasts – There are approximately 400 florescent light fixtures in City Hall. F&R assumes a cost of \$8.00 per light fixture for abatement.
 - Lead-based paint – F&R assumes that the one door frame that contained lead-based paint above the action limits would be removed intact during any renovation and would not require any special handling or additional costs. However, if the door frame was to be stripped and repainted, precautions would need to be taken. Specifically, if the door frame is to be sanded, abraded or heated to remove the lead-based paint, workers trained in lead-based paint removal should be contracted for the work.

The total estimated cost for abatement of asbestos and other hazardous materials at City Hall is \$18,500. Other costs typically associated with the abatement of these materials would include abatement design, project management, and oversight/monitoring of the work are generally estimated at 25% of the abatement costs. The total estimated costs to abate the asbestos and other hazardous materials at City Hall are \$23,125.



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Section 3 – Space Program - City Hall

A. Facility Summary

This preliminary City Hall draft program summarizes the space requirements into the future for staff working for all municipal functions currently located in City Hall. The contents of this program were created based on user interviews, plan reviews, tours of the spaces currently occupied by these groups, and were based on national best practice standards for similar spaces. School administration functions were incorporated into the HR, IT, and Administrative Services Financial areas of the building, and are labeled *SCHOOL*.

Because this is a preliminary program, final refinement has not occurred. Each group was programmed independently of the others. Once a building concept is developed, consolidation of shared spaces (conference rooms, equipment closets, work/photocopy rooms) will occur and will result in space reduction. Staff restrooms were included at a rate of one per functional area in this draft, with the idea in mind that when the building is pulled together conceptually, adjacencies will likely permit two staff restrooms to be co-located and designated for males and females.

The summary table below shows the total preliminary space needs for a new or renovated City Hall for the functional components included. According to this preliminary estimate, a maximum of 63,649 Building Gross Square Feet will be required for the functions shown.

Summary of Space Needs

SUMMARY OF SPACE NEEDS - GENERAL GOVERNMENT					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
1.000	Building Entrance	0	3,202	1,121	4,323
2.000	City Manager	7	2,115	740	2,855
2.100	Economic Development	3	560	196	756
2.200	Communications	5	600	210	810
2.300	City Clerk	3	590	207	797
3.000	City Attorney	5	1,440	504	1,944
4.000	City Council/Administrative Mtg Suite	0	560	196	756
5.000	Administrative Services	14.5	3,365	1,178	4,543
5.100	Real Estate	5	820	287	1,107
5.200	Human Resources	7	1,040	364	1,404
5.300	Information Technology	6	935	327	1,262
6.000	Registrar of Voters	3	1,115	390	1,505
7.000	Commissioner Of Revenue/DMV Select	12	2,305	807	3,112
7.100	Treasurer	6	920	322	1,242
7.200	Water & Sewer Customer Service	12	1,167	408	1,575
8.000	Housing & Human Services Administration	9	1,980	693	2,673
9.000	Development Services	12	3,070	1,075	4,145
9.100	Building Inspector	4	680	238	918
9.200	Department of Environmental Services Adm	24	3,380	1,183	4,563
100.000	Building Shared	0	5,080	1,778	6,858
TOTALS		138	34,924	12,223	47,147
Building Grossing					35%
BUILDING GROSS SQUARE FEET					63,649



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Parking Needs

PARKING NEEDS	Special Vehicles	Staff Cars	City Cars	Visitor Cars
1.000 Building Entrance	-	-	-	-
2.000 City Manager	-	7	-	-
2.100 Economic Development	-	3	-	-
2.200 Communications	-	5	-	-
2.300 City Clerk	-	3	-	-
3.000 City Attorney	-	5	-	-
4.000 City Council/Administrative Mtg Suite	-	-	-	-
5.000 Administrative Services	-	15	-	-
5.100 Real Estate	-	5	-	-
5.200 Human Resources	-	7	-	5
5.300 Information Technology	-	6	-	-
6.000 Registrar of Voters	-	3	-	-
7.000 Commissioner Of Revenue/DMV Select	-	12	-	20
7.100 Treasurer	-	6	-	4
7.200 Water & Sewer Customer Service	-	12	-	-
8.000 Housing & Human Services Administration	-	9	1	2
9.000 Development Services	-	12	-	-
9.100 Building Inspector	-	4	2	-
9.200 Department of Environmental Services Adm	-	24	-	4
100.000 Building Shared	-	-	-	-
TOTALS	-	138	3	35



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1.000 Building Entrance

Overview

This area of the building will serve as the primary entrance for visitors, as well as a community meeting place. The building entrance will consist of a lobby and public services, as well as signage and circulation (elevators) to facilitate way finding. The area should convey a sense of dignity and civic presence that is both inspiring and representative of the values of Falls Church.

Current Location

The existing City Hall has three building entrances, the distinction between which is not clear from the exterior. Two of the entrances now used as primary access points were originally constructed as secondary entrances. The court entrance is the closest to a main entrance in the facility, as it faces the visitor parking toward the front of the facility.

None of the three entrances has a proper lobby area, and way finding within the building is confusing. Visitors frequently enter through a door close to their parking spot, only to discover they must transit the entire building to reach their destination. This configuration is confusing and frustrating for able-bodied visitors and is near-impossible for mobility-impaired visitors. Customer service is hampered by the lack of clear way finding, and there is no ability to separate public and staff circulation.

Future Growth and Adjacencies

In any new or renovated facility, effort should be made to develop a clear entrance for City Hall functions. This entrance will provide a nexus for civic activity and a central hub for visitors.

Table 1.000 Building Entrance

Table 1.000 Building Entrance							
No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
1.000 Building Entrance							
1.001	Lobby			1	1,000	1,000	
1.002	Building Mgt/Security Office			1	180	180	Anunciator panel, security staff
1.003	Security Screening			1	200	200	One magnetometer, one x-ray, 2 staff
1.004	Elevator Lobby			2	60	120	Elevator and space in front of doors
1.005	Public Restrooms			2	300	600	SIZE PER CODE FOR FINAL DESIGN
1.006	Training Room			1	1,000	1,000	Central divider, counter/wet bar, press feed
1.007	Galley Kitchenette			1	45	45	Microwave, sink, cabinets, mini fridge
1.008	Vending			2	6	12	Two machines, drinks & snacks
1.009	Janitor's Closet			1	45	45	Adjacent to kitchenette
Subtotal		0				3,202	
		Departmental Grossing			35%	1,121	
Total (DGSF)						4,323	

Parking Needs

Parking needs for the building entrance will be largely dependent on the various agencies and departments housed within the building. Details on visitor parking are included in the sub-sections of this program with the agency or department to which they relate.

The aggregated need for visitor parking will result in a number of generic dedicated visitor spaces in front of the entrance for use by all visitors, regardless of purpose. These parking



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spaces will include a number of spaces more than the precise number required to accommodate overlap and peak visitor hours. This parking will absorb the parking needs of groups that do not have a regular need for parking, but who occasionally entertain visitors in the building.

As noted, if the City Hall functions remain on the same site as the Community Center, there will be an overlapping demand for parking at certain peak times for both facilities, such as when the Community Center has class registration, when there are pre-school recitals, on election day, at tax time, and on court days, in particular.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	High need at overlap times w/Comm. Ctr
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



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2.000 City Manager

Overview

The City Manager is responsible for the operation of the City of Falls Church. This role includes supervising all City departments, providing information on various aspects of Falls Church to the citizens and City Council, and enforcing the laws and ordinances of Falls Church. The City Manager is hired by the City Council. Both the Mayor and City Council frequently utilize the space within this office suite for meetings.

Current Location

The City Manager's office is currently located on the third floor of the East Wing of City Hall. The office consists of a suite that is shared with the City Clerk, City Attorney, and the Communications office. The City Manager's Administrative Assistant currently functions as receptionist for the entire office suite due to the co-location of the City Manager with other office staff. When this person is not at her desk, other people within the office must watch for visitors, who are infrequent but who typically arrive in groups. The configuration of the office suite makes it difficult to see the waiting area from areas other than the receptionist station, resulting in visitors walking in and wandering through the office to find assistance.

Current staff includes the City Manager, Assistant City Manager, an Executive Secretary, and an Administrative Assistant. Both the City Manager and Assistant City Manager have private offices with the Executive Secretary and Administrative Assistant in a workstation. The City Manager's office shares a copy/break room and an Administrative Assistant with the office suite.

The conference room used by this office and adjacent staff also serves double-purpose as the EOC for the Police Department. This room is undersized for an EOC function, and the resulting equipment (which should be secured from public access) is stored in a room that is frequently used for public meetings. This dual purpose is not ideal and should be discontinued, if possible, in the future.

Future Growth and Adjacencies

In the future, a second Administrative Assistant will be added. The Administrative Assistants and the Executive Secretary require large workstations. The City Manager and Assistant City Manager will have private offices that are not visible from the reception/waiting area. The office should continue to be adjacent to the City Attorney, City Clerk, and the Communications office. The reception area, conference room, beverage station, and staff restrooms could be shared with adjacent departments.

Two additional workstations are needed for intermittent staff, such as the Mayor and Vice Mayor, who occasionally visit City Hall to conduct business. These workstations can be shared by temporary staff or interns.

A work/copy area, lockable file storage, equipment room, and a supply closet will also be included within the office suite. These spaces may be shared with other agencies within an



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office suite environment if adjacencies permit. They are included separately in this draft as placeholders.

Table 2.000 City Manager

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
2.000	City Manager						
2.001	Reception/Waiting Area	0	1	1	200	200	May be shared with City Clerk and OCOM
2.002	Administrative Assistant	2	2	1	80	160	Large Workstation
2.003	Executive Secretary	1	1	1	80	80	Large Workstation
2.004	City Manager	1	1	1	250	250	Seating for 4-6 in office
2.005	Assistant City Manager	1	1	1	180	180	Seating for 2-4 in office
2.006	Temporary Staff/Intern	2	1	2	65	130	Also used by Mayor and Vice Mayor
2.007	Staff Conference Room	0	20	1	15	300	Can be shared
2.008	Staff Work/Copy Area	0	-	1	200	200	Can be shared
2.009	File Storage Area	0	-	1	150	150	Lockable
2.010	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
2.011	Supply Closet	0	-	1	45	45	
2.012	Beverage Station	0	-	1	10	10	Can be shared
2.013	Staff Restroom - M	0	-	1	150	150	one stall, can be shared
2.014	Staff Restroom - F	0	-	1	150	150	Two to three stalls, shared
Subtotal		7				2,115	
		Departmental Grossing			35%	740	
Total (DGSF)						2,855	

Parking Needs

This group requires approximately seven staff parking spaces. Visitors are sporadic, and can make use of general building visitor parking.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	7	-	
Visitor Vehicles	-	-	-	-	
Subtotal	7	-	7	-	
Total (Vehicles)				7	



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2.100 Economic Development

Overview

The office of Economic Development focuses on improving the well-being of the City of Falls Church and its citizens by supporting economic growth. This includes but is not limited to reviewing development proposals with a focus on public benefit, identifying opportunities for future growth and development, and identifying and implementing a development strategy for Falls Church. The office of Economic Development meets with and reports directly to the City Manager.

Current Location

The office of Economic Development is located on the third floor of the East Wing in City Hall. This office does not frequently have visitors but there is a small waiting area with pamphlets and information about the City of Falls Church. There is a copy area within the office but there is currently no conference room or storage room for this office. Current staff includes the Economic Development Director, a Business Development Director, and an Administrative Assistant. The Economic Development Director has a private office with a conference table that seats three to four people. The Business Development Director also had a private office while the Administrative Assistant has a workstation within the lobby area.

Future Growth and Adjacencies

The Business Development Manager and Director would have private offices. The Administrative Assistant would have a workstation within the reception/waiting area. A conference room does not need to be dedicated solely to the office of Economic Development and therefore could be shared with other light users. A beverage station and staff restrooms could also be shared with adjacent departments.

This office reports to and meets often with the City Manager and should be located near 2.000 City Manager.

The office suite requires a work/copy area, lockable file storage area, equipment room, and a supply closet. These areas may be shared if adjacencies permit, but are included in this draft separately as placeholders.



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Table 2.100 Economic Development

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
2.100 Economic Development							
2.101	Reception/Waiting	0	1	1	120	-	Shared
2.102	Administrative Assistant	1	1	1	65	65	Typical Workstation
2.103	Business Development Manager	1	1	1	120	120	Private Office
2.104	Director	1	1	1	180	180	Seating for 2-4 in office
2.105	Staff Conference Room	0	20	1	15	-	
2.106	Staff Work/Copy Area	0	-	1	200	-	
2.107	File Storage Area	0	-	1	150	150	Lockable
2.108	Equipment Room	0	-	1	110	-	Independent cooling, vertically stacked
2.109	Supply Closet	0	-	1	45	45	
2.110	Beverage Station	0	-	1	10	-	Can be shared
2.111	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		3				560	
		Departmental Grossing			35%	196	
Total (DGSF)						756	

Parking Needs

There are currently three staff within this office that drive to work each day. Visitors to this office are likely to be City staff already inside the building. A visitor parking area should be able to accommodate and visitors.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
Total (Vehicles)				3	



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2.200 Communications

Overview

The Communications office handles all media relations for the City of Falls Church. This includes but is not limited to development of newsletters, overseeing contests, and maintaining information on the Falls Church website. This office has some visitors on an average day but the majority of visitors come around meeting times and during contests. Staff work closely with the City Manager to disseminate regular publications and provide information on behalf of the City Manager.

Current Location

The Communications office shares a suite with the City Manager, City Clerk, and City Attorney on the third floor of the East Wing in City Hall. Current staff include one Graphic Artist (a telecommuter) as well as two on-site staff – one Communications Specialist and one Manager/Supervisor. The Graphic Artist does not have a dedicated workstation, but one would be required for this position in the future in the event of a change in personnel. These staff each have a private office.

A small multipurpose room within this suite serves as break room, photocopy room, and supply storage room. This room is also shared with all other staff in the suite, including the City Attorney, City Clerk, and City Manager. Because the Communications group produces a large volume of publication materials, this workroom is frequently congested and over utilized.

Currently, some of the files and documents are stored off-site due to lack of space or because the documents do not need to be accessed regularly. Documents that are completed but not yet distributed are kept in boxes throughout the office due to the lack of storage space. Hence there is a need for bulk material storage.

Future Growth and Adjacencies

The Communications office will add two Communications Specialists in the future, and should continue to be co-located with the City Manager's office in a combined office suite. The Graphic Artist and Communications Specialists will have workstations at the rear of the office area, and the Manager / Supervisor will have a private office nearby, also at the rear of the office.

The Communications office should have a dedicated work/copy room for production of publication materials, separate from the day-to-day work/copy room used by the other staff in this suite.

Staff restrooms, a beverage station, and a conference room may be shared with the other components of this office suite if adjacencies permit. They are included separately in this draft as placeholders.



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Table 2.200 Communications

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
2.200 Communications							
2.201	Reception/Waiting	0	1	1	120	-	Shared
2.202	Communications Specialist	3	1	2	80	160	Typical Workstation
2.203	Graphic Artist	1	1	1	65	65	Typical Workstation
2.204	Manager/Supervisor	1	1	1	180	180	Seating for 2-4 in office
2.205	Staff Conference Room	0	20	1	15	-	Shared
2.206	Staff Work/Copy Area	0	-	1	200	-	Shared
2.207	File Storage Area	0	-	1	150	150	Lockable
2.208	Equipment Room	0	-	1	110	-	Shared
2.209	Supply Closet	0	-	1	45	45	
2.210	Beverage Station	0	-	1	10	-	Shared
2.211	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		5				600	
		Departmental Grossing			35%	210	
Total (DGSF)						810	

Parking Needs

The Communications group has a requirement for five staff parking spaces. There are few visitors to this department, and those who do visit can make use of general building visitor parking spaces.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
Total (Vehicles)				5	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 3 – Space Program - City Hall

2.300 City Clerk

Overview

The City Clerk keeps records for Falls Church and serves as the office for the City Council and the Mayor of Falls Church within City Hall. The City Clerk is appointed by the City Council. There are seven members of the City Council including the Mayor.

Current Location

Under the current configuration, the City Clerk has very little dedicated space in the City Hall. The office of the City Clerk is located on the third floor of the East Wing. The City Clerk shares an office suite with the City Manager, City Attorney, and the Communications office. The multipurpose break room/photocopy room/supply storage room is also shared by the City Clerk, as is the conference/EOC room.

The City Clerk's office staff consists of a Deputy Clerk and a Clerk. The Clerk has a private office. The Deputy Clerk is in a large workstation. This group has a need for file storage, but does not have sufficient space; therefore a stairwell has been converted for file storage use and contains several lateral file cabinets. This area has been deemed a fire hazard by the Building Official, and steps were under way at the time of this study to locate the approximately 80 NSF of file storage in another building location.

City Council uses the courtroom for public meetings and the training room on the lower level for work sessions. The Mayor of Falls Church works full time and uses the shared 3rd floor conference room in City Hall for meetings when necessary.

Future Growth and Adjacencies

The City Clerk's office will continue to have two staff into the future. One expansion workstation has been included to provide for the possibility of an administrative assistant, intern, or other additional staff in the future. The Deputy Clerk will have a large workstation while the City Clerk will have a private office.

This office should continue to be co-located with the City Manager's Office, the City Attorney, and with Communications, but should have dedicated lockable file storage.

The conference room, equipment room, supply closet, beverage station, and staff restrooms can be shared within the office suite if adjacencies permit; they are included separately in this draft as placeholders.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 3 – Space Program - City Hall

Table 2.300 City Clerk

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
2.300	City Clerk						
2.301	Reception/Waiting	0	1	1	120	-	Shared
2.302	Future Growth Workstation	1	1	1	65	65	Typical Workstation
2.303	Deputy Clerk	1	1	1	80	80	Large Workstation
2.304	City Clerk	1	1	1	250	250	Seating for 4-6 in office
2.305	Staff Conference Room	0	20	1	15	-	Shared
2.306	Staff Work/Copy Area	0	-	1	200	-	Shared
2.307	File Storage Area	0	-	1	150	150	Lockable
2.308	Equipment Room	0	-	1	110	-	Shared
2.309	Supply Closet	0	-	1	45	45	
2.310	Beverage Station	0	-	1	10	-	Shared
2.311	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
	Subtotal	3				590	
			Departmental Grossing		35%	207	
	Total (DGSF)					797	

Parking Needs

This office currently requires three staff parking spaces. Visitors are sporadic and can share the building general visitor parking near the entrance. One of the parking spaces has been included to accommodate an additional position person over the next 20 years.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
Total (Vehicles)				3	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 3 – Space Program - City Hall

3.000 City Attorney

Overview

The City Attorney is the legal advisor for various city boards, commissions, departments, the City Council, City Manager, and School Board. The City Attorney cannot advise private citizens, but is responsible for drafting and reviewing ordinances and contracts that involve the City of Falls Church.

Current Location

The City Attorney is located on the third floor of the East Wing of City Hall. Current staff consists of one full-time City Attorney, a paralegal, and one contracted (part-time) assistant City Attorney. The City Attorney has a private office with a small law library and a small conference area while the Paralegal has a workstation in the reception area. This office is part of an office suite that houses the City Manager, Communications, and the City Clerk. The City Attorney also has a separate entrance directly across the hall from the Administrative Conference Room.

Future Growth and Adjacencies

Future growth is anticipated, due to the increase in both residential and commercial development. Future staff may conceivably include a full-time attorney for schools, a full-time attorney for prosecutorial duties, and a full-time attorney for general office and supervision duties. With three full-time attorneys, this office would maintain both a full-time Receptionist and a full-time Paralegal.

The City Attorney requires a large private office with room to meet with several individuals in privacy, a small law library and a small dedicated conference area. The Assistant City Attorneys also require private offices, but can use a shared conference room for client meetings. The Paralegal should ideally be located in a large workstation within a reception/waiting area, where he/she can function as the gatekeeper for those coming to see the City Attorney. The Receptionist will also have a workstation within the reception/waiting area. To round out the office suite, the City Attorney's office requires a small dedicated work/copy area, dedicated lockable file storage, an equipment room, and a supply closet.

The City Attorney can share the large conference room, beverage station, and staff restrooms with the City Manager, Communications, and the City Clerk in the final program if adjacencies permit; they are included separately here as placeholders.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 3 – Space Program - City Hall

Table 3.000 City Attorney

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
3.000	City Attorney						
3.001	Reception/Waiting	1	1	1	150	150	Includes receptionist/assistant station
3.002	Paralegal	1	1	1	80	80	Large Workstation
3.003	Assistant City Attorney	2	1	1	150	150	Private office
3.004	City Attorney	1	1	1	250	250	Private office with library and conf table
3.005	Staff Conference Room	0	20	1	15	300	
3.006	Staff Work/Copy Area	0	-	1	150	150	
3.007	File Storage Area	0	-	1	150	150	Lockable
3.008	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
3.009	Supply Closet	0	-	1	45	45	
3.010	Beverage Station	0	-	1	10	10	Can be shared
3.011	Staff Restrooms	0	-	1	45	45	To be shared for total of one M, one F
Subtotal		5				1,440	
		Departmental Grossing			35%	504	
Total (DGSF)						1,944	

Parking Needs

This office requires five parking spaces for staff. Visitors to this office are likely to be City staff already inside the building; in the event of outside visitors coming to see the City Attorney, the generic building visitor spaces should be sufficient.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
Total (Vehicles)				5	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 3 – Space Program - City Hall

4.000 City Council/ Administrative Meeting Suite

Overview

The City Council, as described in the City Clerk functional area, currently uses the courtroom as Council Chambers. In a dedicated facility, the City Council would require space appropriate for chamber use.

Current Location

As previously mentioned, the City Council currently shares the courtroom with the court. This room is set up so that it can function either as a courtroom or as council chambers; however, the sharing does occasionally create problems of conflict between the two functions. Security demands are quite different for a courtroom, which seeks to screen and control access, than they are for a City Council Chambers, which seeks to encourage involvement of the public. The current location should have better security for staff such as the provision of a secure staff exit. These two functions are largely incompatible, with the sharing as a convenience of co-location in a building with one large meeting space.

Future Growth and Adjacencies

The City Council is not going to increase in size or space needs in the future, but if the City Hall functions (including the City Clerk and City Manager) are relocated to a site away from the courtroom, the City Council will require a dedicated area for Council Chambers. The program below is a draft estimate of the space that would be required in a new facility to serve this function. The Photocopy Alcove, Beverage Station, and Staff Restrooms will be shared.

Table 4.000 City Council/Administrative Meeting Suite

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
4.000	City Council/Administrative Mtg Suite						
4.001	Reception/Waiting	0	1	1	120	120	Open lobby/reception with chairs for waiting
4.002	Council Meeting Room	0	-	1	1,400	-	Delete if shared with courtrooms
4.003	Large Meeting Room	0	-	1	400	-	Delete if shared with courtrooms
4.003	Storage Closet	0	-	1	120	-	Delete if shared with courtrooms
4.002	Small Meeting/Work Room	0	-	2	150	300	Workstation, small table, chairs
4.003	Photocopy Alcove	0	-	1	40	40	Along corridor, cabinets, adj. to 5.002
4.004	Beverage Station	0	-	1	10	10	Can be shared
4.005	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
	Subtotal	0				560	
						196	
					35%		
	Total (DGSF)					756	



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Report 1 Section 3 – Space Program - City Hall

Parking Needs

The City Council does not have any staff that work full-time in City Hall. There is an influx of people on nights when City Council meets. Visitor parking should be able to accommodate this influx since these meetings take place at night.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 3 – Space Program - City Hall

5.000 Administrative Services

Overview

Administrative Services includes Information Technology, Finance, Utility Customer Service, and Real Estate Assessment. This division has a lot of contact with the public and has a lot of staff working in the field. The General Manager of Administrative Services is collocated with the Finance Division while Information Technology, Utility Customer Service, and Real Estate Assessment are located separately.

Five staff currently located at the School Administration are incorporated into this program, to remain consistent with City goals to co-locate like functions with general Government. These staff are labeled *SCHOOL* in the program.

Current Location

Within the Administrative and Finance Division is a General Manager who oversees operations of the Division. The Finance office shares an office suite with the General Manager and is adjacent to the Economic Development office. There is currently a Deputy Chief Financial Officer, one person in Procurement, two people in Payroll, two people in Accounting, and one in Accounts Payable. The Chief Financial Officer, Procurement person, Accounts Payable person, and two Accounting people have private offices while the two Payroll personnel have workstations in an open area of the office. Payroll personnel have no space for guest seating if staff come in to speak to them. There are also privacy issues with the current configuration since personal information is discussed in an open office environment.

Future Growth and Adjacencies

The General Manager of the Administrative and Finance Division will continue with one position in a private office. The Finance office will add one Procurement person in the future. The Procurement personnel should have private offices with storage for files and guest seating or walk-in traffic. Payroll personnel should have private offices in the future due to the sensitive information they discuss with staff. The Accounts Payable person should continue to have a private office in the future. The office should include space for several safes for storage of petty cash. All of the previously mentioned offices have some degree of walk-in traffic and should be located close to the entrance to the office suite. The Deputy Chief Financial Officer and Accounting personnel should continue to have private offices. These offices should be close to one another in the back of the office suite. The office suite will also include a lockable file storage area, equipment room, and supply closet. These areas may be shared if adjacencies permit, but are included in this draft separately as placeholders.

Several positions from the *Schools* will also be combined with this office in the future. These positions include an Assistant Supervisor, a Procurement Agent, three full-time Financial Administrators, and one part-time Financial Administrator. These positions will require private offices as well.



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Table 5.000 Administrative Services

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
5.000 Administrative Services							
5.001	Reception/Waiting Area	0	1	1	120	120	Shared
5.002	FIN General Manager / CFO	1	1	1	180	180	Includes conference table for 4
5.003	FIN Deputy Chief Financial Officer	1	1	1	180	180	Includes conference table for 4
5.004	FIN SCHOOL-Ass't Sup. School Div.	1	1	1	180	180	Private Office, conference for 4
5.005	FIN Procurement	2	1	2	120	240	Private Office
5.006	FIN SCHOOL-Procurement Agent	1	1	1	120	120	Private Office, Lockable
5.007	FIN Payroll	2	1	2	120	240	Private Office
5.008	FIN Accounting	2	1	2	120	240	Private Office
5.009	FIN Accounts Payable	1	1	1	120	120	Includes safes for petty cash
5.010	FIN SCHOOL-Financial Admin.	3.5	1	4	120	480	Private Office, Lockable
5.011	Staff Conference Room	0	30	1	15	450	Shared
5.012	Staff Work/Copy Area	0	-	1	200	200	Shared
5.013	File Storage Area	0	-	1	150	150	Lockable
5.014	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
5.015	Supply Closet	0	-	1	45	45	
5.016	Beverage Station	0	-	1	10	10	Can be shared
5.017	Staff Restrooms	0	-	2	150	300	To be shared for total of one M, one F
Subtotal		14.5				3,365	
		Departmental Grossing			35%	1,178	
Total (DGSF)						4,543	

Parking Needs

Fifteen parking spaces are needed to accommodate staff. Outside visitors to this office are not frequent. The visitor parking area should be able to accommodate any visitors to this office.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	15	-	15	-	
Visitor Vehicles		-	-	-	
Subtotal	15	-	15	-	
Total (Vehicles)				15	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 3 – Space Program - City Hall

5.100 Real Estate

Overview

The Real Estate Assessor's office assesses and maintains information on all properties within the City of Falls Church. The information for each parcel includes ownership records, deed and plat references, and specific characteristics of any building(s) on the parcel. This information is then used by realtors, attorneys, title search personnel, property buyers, property sellers, private appraisers, and surveyors. The goal of the Real Estate Assessor's office is to ensure that the property owner pays their fair share of the real property tax and that property information is maintained and updated.

Current Location

The Real Estate Assessment office is located on the first floor of the West Wing, near the Human Resources office. There are currently three personnel in this office. Each person has a workstation within the room. There are approximately 100 boxes that are being stored off-site due to the lack of space. This office shares one copier with the Human Resources office and the Housing and Human Services office.

Future Growth and Adjacencies

This office will add one Administrative Assistant who will have a workstation in the reception/waiting area. An Appraiser will be added in the future. The two appraisers will have workstations while the Director and the Senior Commercial Appraiser will have private offices that include a small conference table for up to four people. There is currently an unmet need for storage within the Real Estate Assessor's office. Each commercial and condominium property has a legal size file that varies in thickness depending on the property. As development continues to occur within Falls Church, there will be an additional need for file storage space. There should also be space for hanging the maps that are used frequently. A file storage area will be included within the office in the future to address this need. The office suite will include a small conference room, work/copy area, equipment room, and supply closet. A beverage station and staff restrooms could be shared with an adjacent department but are included in this draft as placeholders.



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Table 5.100 Real Estate

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
5.100 Real Estate							
5.101	Reception/Waiting Area	0	1	1	120	-	Shared
5.102	Administrative Assistant	1	1	1	65	65	Typical Workstation
5.103	Director of Real Estate Assess.	1	1	1	180	180	Seating for 2-4 in office
5.104	Senior Commercial Appraiser	1	1	1	120	120	Includes small conference table
5.105	Appraisers	2	1	2	80	160	Large Workstation
5.106	Staff Conference Room	0	10	1	15	-	Shared
5.107	Staff Work/Copy Area	0	1	1	200	-	Shared
5.108	File Storage Area	0	-	1	250	250	Lockable, all commercial plans stored here
5.109	Equipment Room	0	-	1	110	-	Shared
5.110	Supply Closet	0	-	1	45	45	
5.111	Beverage Station	0	-	1	10	-	Shared
5.112	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		5				820	
		Departmental Grossing			35%	287	
Total (DGSF)						1,107	

Parking Needs

The Real Estate office will need five parking spaces for staff. The visitor parking area should be able to accommodate visitors to this office.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
Total (Vehicles)				5	



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5.200 Human Resources

Overview

The Human Resources office provides employee support and services for the City of Falls Church. The office provides training, new employee orientation, benefits administration and other services to employees of Falls Church.

Three staff currently located on-site at School Administration are also included in this component, consistent with future plans for integration of like functions within Falls Church Government. These staff are marked *SCHOOL* and will each have private offices.

Current Location

The Human Resources office is located on the first floor of the West Wing in City Hall. Within Human Resources is a Director, a Human Resources Analyst, a Human Resources Generalist, and a part-time Administrative Assistant. Most of the visitors to this office are Falls Church employees with the remainder being job applicants. There are three workstations, two private offices (one across the hall from the main office), and a storage room within the office. There is currently a part-time position within the Department of Environmental Services who has a workstation within the Human Resources office due to space restrictions in their office. The Administrative Assistant and the Human Resources Generalist occupy the two remaining workstations. The Human Resources Director has the private office across the hall while the Human Resources Analyst occupies the other office. The Director's office includes a small conference table for up to four people as well as file storage space. The Human Resources office is required to have their own copier/fax machine for privacy reasons but currently shares a machine with other departments on the first floor. This office also has a need for significant amounts of file storage. The main files are stored in the office while the remaining files are currently stored elsewhere.

Accessibility is also an issue with the current office location. Although the office is near an entrance, this office is not accessible. The only accessible entrance is on the East Wing which is on the complete opposite end of the building.

Future Growth and Adjacencies

Human resources will continue to have a Director, Human Resources Analyst, and a Human Resources Generalist in the future. The Administrative Assistant's position will become a full-time position. Three *Schools* Human Resources positions will be included within this office in the future. The positions include a Benefits Supervisor, Risk Manager, and a Human Resources Manager. Each of these positions requires a private office. The Human Resources Director, Analyst, and Generalist should have private offices for confidentiality reasons. The Administrative Assistant will have a workstation within the reception/waiting area. There will be a conference room within the office suite in addition to a work/copy area, lockable file storage area, an equipment room, supply closet, beverage station, and staff restrooms. These areas may be shared if adjacencies permit, but are included in this draft separately as placeholders.



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Although the Human Resources office reports to the City Manager, the Human Resources office does not need to be located near the City Manager's office. This office has no adjacency needs except to be near a public entrance that is easily accessible.

Table 5.200 Human Resources

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
5.200 Human Resources							
5.201	Reception/Waiting	0	1	1	120	-	Shared
5.202	HR Administrative Assistant	1	1	1	65	65	Typical Workstation
5.203	HR Analyst	1	1	1	120	120	Private Office
5.204	HR Generalist	1	1	1	120	120	Private Office
5.205	HR Director	1	1	1	180	180	Seating for 2-4 in office
5.206	HR SCHOOL-Benefits Supervisor	1	1	1	120	120	Private Office, Lockable
5.207	HR SCHOOL-Risk Manager	1	1	1	120	120	Private Office, Lockable
5.208	HR Manager	1	1	1	120	120	Private Office, Lockable
5.209	Staff Conference Room	0	20	1	15	-	Shared
5.210	Staff Work/Copy Area	0	-	1	200	-	Shared
5.211	File Storage Area	0	-	1	150	150	Lockable
5.212	Equipment Room	0	-	1	110	-	Shared
5.213	Supply Closet	0	-	1	45	45	Shared
5.214	Beverage Station	0	-	1	10	-	Shared
5.215	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		7				1,040	
		Departmental Grossing			35%	364	
Total (DGSF)						1,404	

Parking Needs

The seven staff within this office will each need a parking space. The Human Resources office has frequent visitors. A visitor parking area should add five parking spaces for Human Resources when calculating the total number of visitor spaces.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	7	-	
Visitor Vehicles	5	-	-	5	
Subtotal	12	-	7	5	
Total (Vehicles)				12	



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Report 1

Section 3 – Space Program - City Hall

5.300 Information Technology

Overview

This department oversees the needs of and addresses problems with the information technology of the City of Falls Church. Contract staff tend to the server which is located in the basement of City Hall. Four staff formerly located at School Administration have been incorporated into this program. These staff are labeled *SCHOOL*.

Current Location

There is currently one Chief Technology Officer in the Information Technology office that is located off-site in leased space. The server room is located in the basement of the West Wing. The server is maintained by contracted staff that has workstations within the server room. The space available in the server room is currently inadequate for storage and equipment needs. The phone closet is separate from the server room.

Future Growth and Adjacencies

Information Technology will add one support person in the future and will continue to have contract staff who maintain the server. There will also be several *Schools* positions that will combine with the Information Technology department in the future. These positions include a Technology Coordinator, two Network Maintenance positions, and a Webmaster.

The server room should utilize overhead racks for the network cables and should remain on a lower level. The phone closet could be included within the server room in the future. The Information Technology office can be located anywhere in City Hall since adjacency to the server room is not necessary.

The Chief Technology Officer and *Schools* personnel will have private offices while the support person will have a large workstation. Information Technology will also have a lockable file storage area, equipment room, and supply closet. Some of these areas may be shared with an adjacent department but are included in this draft as placeholders.



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Table 5.300 Information Technology

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
5.300 Information Technology							
5.301	IT Server Room/Telephone closet	0	-	-	500	-	Included in Building Shared
5.302	IT Work/repair room	0	-	-	200	-	Included in Building Shared
5.303	IT Chief Technology Officer	1	1	1	180	180	Private Office
5.304	IT Support staff	1	1	1	80	80	Large Workstation
5.305	IT SCHOOL-Tech. Coordinator	1	1	1	120	120	Private Office, lockable
5.306	IT SCHOOL-Network Maintenance	2	1	2	120	240	Private Office, lockable
5.307	IT SCHOOL-Webmaster	1	1	1	120	120	Private Office, lockable
5.308	Staff Conference Room	0	-	-	15	-	Shared
5.309	Staff Work/Copy Area	0	-	-	180	-	Shared
5.310	File Storage Area	0	-	1	150	150	Lockable
5.311	Equipment Room	0	-	1	110	-	Shared
5.312	Supply Closet	0	-	1	45	45	
5.313	Beverage Station	0	-	1	10	-	Shared
5.314	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		6				935	
		Departmental Grossing			35%	327	
Total (DGSF)						1,262	

*Information Technology has approximately 800 square feet of space located off site.

Parking Needs

The Information Technology office will require six parking spaces for staff. This office rarely has visitors from outside of City Hall thus, the visitor parking area should be able to accommodate any visitors.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	-	6	-	
Visitor Vehicles	-	-	-	-	
Subtotal	6	-	6	-	
Total (Vehicles)					6



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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6.000 Registrar of Voters

Overview

The Registrar of Voters provides voter registration for the citizens of Falls Church by mail and from their office in City Hall. Absentee voting can be done by mailing in the ballots or by voting from the booth in the Registrar's office. The busiest time for this office is Election Day. On Election Day, members of the Election Board and the press come in and out of the office. There are six precincts in Falls Church including the absentee precinct.

Current Location

The Registrar of Voters is currently located on the first floor of the East Wing, adjacent to the Utilities Customer Service Division. There is currently a Supervisor and an Assistant in an open office setting. There is a service area, a secure storage room, and associated files storage within the office. During the absentee voting period, a voting booth and control equipment is also located in the office. The voting booths are stored off-site while other voting supplies are stored in the closet within the office.

The East Wing will undergo renovations beginning in 2007 which will relocate the Registrar of Voters to what is currently the Treasurer's office. Accessibility is an issue in the current configuration. The renovation will address this issue by adding ADA counter space as well as an accessible entrance.

Future Growth and Adjacencies

An additional part-time Assistant will be added within the next year. The Supervisor and the two Assistants will have workstations with adjacent file storage. A secure storage room which contains materials used on Election Day should remain within the Registrar of Voters office. There should be enough space in the office to allow for the influx of people on Election Day as well as the voting booth and associated equipment. Therefore a workstation for temporary staff and an area dedicated to housing the voting booth and equipment will be included.

A work/copy area, equipment room, and supply closet will be included within the Registrar's office suite. A beverage station and staff restrooms could be shared with an adjacent department but are included in this draft separately as placeholders.

This office has no adjacency requirements but should be close to other offices frequently visited by the public. A waiting/queuing area and customer service stations will be included so that the Registrar of Voters staff can provide proper assistance to the public.



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Table 6.000 Registrar of Voters

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
6.000	Registrar of Voters						
6.001	Waiting/Queueing Area	0	10	1	12	120	Public Side of customer service counter
6.002	Customer Service Stations	0	1	2	25	50	
6.003	Supervisor	1	1	1	65	65	Workstation with adjacent file storage
6.004	Assistants	2	1	2	65	130	Workstations with adjacent file storage
6.005	Voting Booth Area	0	-	1	80	80	Space for temporary voting booth setup
6.006	Temporary Staff	0	1	1	65	65	Workstation for Election Day staff
6.007	Staff Conference Room	0	-	1	300	-	Shared
6.007	Staff Work/Copy Area	0	-	1	200	200	
6.008	Secure File Storage Area	0	-	1	150	150	Lockable
6.009	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
6.010	Supply Closet	0	-	1	45	45	
6.011	Beverage Station	0	-	1	10	10	Can be shared
6.012	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		3				1,115	
		Departmental Grossing			35%	390	
Total (DGSF)						1,505	

Parking Needs

There are three staff in this office that will drive to work. There generally are not large numbers of visitors to this office unless it is around Election Day. The visitor parking area should take this influx of visitors into account when calculating the number of parking spaces.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	3	-	3	-	
Visitor Vehicles	-	-	-	-	
Subtotal	3	-	3	-	
Total (Vehicles)				3	



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7.000 Commissioner of Revenue/DMV Select

Overview

The Commissioner of Revenue (COR) is a position that is elected by the citizens of Falls Church every four years but is not technically employed by the City. The office processes certain taxes for Falls Church residents, processes business licenses, and serves as a Department of Motor Vehicles (DMV) Select office. The DMV Select, which is able to process DMV transactions for any resident of Virginia, is a service that was recently added to the existing workload of the office. As a result of all of these services, the Commissioner of Revenue's office has the most visitors per day in City Hall.

Current Location

The Commissioner of Revenue's office is located on the first floor of the East Wing of City Hall. The waiting area for the office is shared with the Treasurer's office, which by law has to have a separate employee entrance. There are several service counters in the waiting area with an open office environment behind the counter. There are currently six people with workstations in the open office. Of those six staff there is one Chief Deputy Commissioner, one Business License Auditor, and four staff who serve as DMV and Revenue Assistants. When customers arrive at the counter, one of the staff goes to the counter and then processes the transaction at their workstation. The Business License Auditor is not associated with the DMV Select function. The workstation for this position is near the front entrance and is not visible from the service counter.

The room is divided by two sets of three lateral files, placed back to back. In the back of the office, there is a dedicated workstation set up to access DMV information for personal property assessment use by the Commissioner of Revenue. The Commissioner of Revenue has a private office adjacent to the storage closet. This storage closet is filled to capacity. The Commissioner's Office also shares a storage room on the lower level with the Treasurer, which is used by both groups for storage of numerous office forms and the State required storage of COR office archives. The various services this office provides require separate printers and equipment. The equipment and files have been placed where there is available space rather than where they would function best. There is an entrance to the office off of the waiting area and one in the back of the office near the storage closet. The office has an alarm system in place.

The East Wing will undergo renovations that will rearrange the first floor so that the Commissioner of Revenue's office will be located in space currently occupied by the Utilities Customer Service office. The Treasurer's Office will also be moved so that it continues to be adjacent to the Commissioner of Revenue's office. The renovation provides workstations for six employees, a private office for the Commissioner of Revenue and the Business License Auditor, a storage room, and a larger service counter. The renovated offices will be more visible from the East Wing entrance foyer and the two offices are expected to be assisting more citizens and vendors in finding their destinations within City Hall.



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Future Growth and Adjacencies

Between 2007 and 2017, the Commissioner of Revenue's office will add three more DMV/Revenue Assistants and one more Business License Auditor. Between 2017 and 2027, the office will add one more DMV/Revenue Assistant. The increase in staff will be needed to process an increasing number of daily transactions as the popularity of the service grows along with the growth of the city. The DMV Select office does not advertise this service but the office location is posted on the Virginia DMV website and on brochures included with office receipts. However, DMV Select transactions have increased as people realize this service is available and often less time-consuming than going to the DMV office within their district. As the population in and around Falls Church increases, more people will be coming to City Hall for both local tax and DMV transactions. The DMV pays the city a commission for processing their work.

The DMV/Revenue Assistants and the seasonal help/intern will have workstations near the customer service stations. The Business License Auditor will have a private office while the Assistant Business License Auditor will have a workstation nearby. The Commissioner of Revenue will have a large private office that includes seating for 4-6 people while the Deputy Commissioner of Revenue will have a smaller private office with seating for 2-4 people. The office suite will also include a work/copy area, lockable file storage area, equipment room, and supply closet. Staff restrooms, a beverage station, and a staff conference room may be shared but are included in this draft as placeholders. The waiting/queuing area may also be shared. This waiting area should include a license plate display case so that visitors can view some of the license plates available for purchase.

The Commissioner of Revenue's office suite should continue to be adjacent to but separate from the Treasurer's office. The Commissioner of Revenue's office and the Treasurer's office should be near the public entrance due to the high volume of traffic these offices experience on a daily basis.

Table 7.000 Commissioner of Revenue/DMV Select

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
7.000	Commissioner Of Revenue/DMV Select						
7.001	Waiting/Queueing Area	0	15	1	12	180	Public side of customer service counter
7.002	Customer Service Stations	0	1	6	25	150	
7.003	DMV Terminal	0	1	1	25	25	Dedicated DMV station at counter
7.004	DMV/Revenue Assistants	7	1	7	65	455	Typical Workstation
7.005	Seasonal Help/Intern	1	1	1	65	65	Typical Workstation
7.006	Business License Auditor	1	1	1	120	120	Private Office
7.007	Assist. Bus. License Auditor	1	1	1	65	65	Typical Workstation
7.008	Dep. Commissioner of Revenue	1	1	1	180	180	Seating for 2-4 in office
7.009	Commissioner Of Revenue	1	1	1	250	250	Seating for 4-6 in office
7.010	Staff Conference Room	0	20	1	15	-	Shared
7.011	Staff Work/Copy Area	0	-	1	200	200	Shared
7.012	File Storage Area	0	-	1	150	150	Lockable
7.013	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
7.014	Supply Closet	0	-	1	45	45	
7.015	Beverage Station	0	-	1	10	10	Can be shared
7.016	Staff Restrooms	0	-	2	150	300	To be shared for total of one M, one F
Subtotal		12				2,305	
		Departmental Grossing			35%	807	
Total (DGSF)						3,112	



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Parking Needs

The Commissioner of Revenue/DMV Select office will require twelve parking spaces for staff. This office is one of the busiest within City Hall and predicts the need for twenty parking spaces for visitors. This is a fairly consistent number and should be used to calculate the total number of visitor spaces needed.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	12	-	12	-	-	
DMV Visitor Vehicles	10	-	-	-	10	Could increase - this is the 2007 need.
COR Visitor Vehicles	10	-	-	-	10	
Subtotal	32	-	12	-	20	
Total (Vehicles)					32	



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7.100 Treasurer

Overview

The Treasurer for the City of Falls Church is an elected position that serves the citizens of Falls Church but is not employed by the city. This position is partially funded by the Commonwealth of Virginia while their space and equipment is provided by the city. The Treasurer serves the citizens by collecting and processing all City funds. The office of the Treasurer is also a part of Administrative Services.

Current Location

The Treasurer's office is currently located on the first floor of the East Wing in City Hall. Currently, the waiting area for the Treasurer's office is shared with the office of the Commissioner of Revenue. The Treasurer's office currently has four employees. The Chief Deputy Treasurer, Deputy Treasurer, and Treasurer's Assistant have workstations in an open office environment adjacent to the service counters in the waiting area. In the rear of the space is a private office for the Treasurer.

The East Wing will undergo renovations that will rearrange the first floor so that the Treasurer will be located in space currently occupied by the Registrar of Voters. The Commissioner of Revenue will also be moved so that it continues to be adjacent to the Treasurer's office. The renovation provides workstations for three employees, a private office for the Treasurer, a safe, and a secure place to count cash. The Treasurer's office currently has two file storage rooms with one of these rooms being shared with the Commissioner of Revenue's office. The Treasurer's office produces monthly binders that are eventually stored in these rooms along with other financial files. The storage rooms are not adjacent to the office and they are locked for security reasons.

Future Growth and Adjacencies

The office's staff will increase as the population of Falls Church increases, legislation and operations change, and as funding sources change. Within the next ten years, a second Treasurer's Assistant will be added with a third being added between 2017 and 2027.

The Treasurer's office is centered on customer service and therefore must be easily accessible to the public. The office should remain on the main level, adjacent to the Commissioner of Revenue due to the high volume of traffic that visits these offices. The Treasurer and the Commissioner of Revenue do not currently have a conference room. In the future, these offices will share a conference room in addition to a waiting/queuing area, beverage station, and staff restrooms. Virginia law states that the Treasurer's office must have access that is separate from all city functions. Therefore, a shared conference room must have separate entrances for each office with controlled access.

The Treasurer will have a private office while the Chief Deputy Treasurer, Deputy Treasurer, and three Treasurer's Assistants will have workstations near the service counter. A work/copy area, lockable file storage area, equipment room, and supply closet will also be included within



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the office suite. These areas may be shared with an adjacent department but are included in this draft as placeholders. Archived storage could continue to be located off-site in the future as long as the facility is secure.

Table 7.100 Treasurer

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
7.100	Treasurer						
7.101	Waiting/Queueing Area	0	10	1	12	-	Shared
7.102	Treasurer Cashier Stations	0	1	2	25	50	Staffed by Assistants
7.103	Treas Customer Service Stations	0	1	4	25	100	
7.104	Chief Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.105	Deputy Treasurer	1	1	1	65	65	Typical Workstation
7.106	Treasurer's Assistants	3	1	3	65	195	Typical Workstation
7.107	Treasurer	1	1	1	250	250	Seating for 4-6 in office
7.108	Staff Conference Room	0	20	1	15	-	Shared
7.109	Staff Work/Copy Area	0	-	1	200	-	Shared
7.110	File Storage Area	0	-	1	150	150	Lockable
7.111	Equipment Room	0	-	1	110	-	Independent cooling, vertically stacked
7.112	Supply Closet	0	-	1	45	45	
7.113	Beverage Station	0	-	1	10	-	Shared
7.114	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		6				920	
		Departmental Grossing			35%	322	
Total (DGSF)						1,242	

Parking Needs

The Treasurer's office will need six parking spaces for staff. This office works closely with the Commissioner of Revenue/DMV Select and thus has a high number of visitors. Four parking spaces are needed in the visitor parking area for this office alone.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	-	6	-	
Visitor Vehicles	4	-	-	4	
Subtotal	10	-	6	4	
Total (Vehicles)				10	



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7.200 Water and Sewer Customer Service

Overview

Public Utilities are managed through the Water and Sewer Customer Service Division. Water Accounts can be opened, closed, or paid for either in person at City Hall, by mail, or through an online banking system.

Current Location

The Water and Sewer Customer Service office is located on the first floor of the East Wing, adjacent to the Registrar of Voters office. Current staff includes a Customer Service Director, six Customer Service personnel, three Meter Readers, and three Meter Technicians. The Customer Service Director has a private office. The remaining staff are in workstations with sound barrier panels in an open office environment. There is a service window near the Customer Service Personnel. The Meter Readers are out of the office most of the day but they still have workstations where they fill out paperwork and charge their equipment. There is no Administrative Assistant for any of the offices within this division.

The East Wing of City Hall will undergo renovations that will rearrange the first floor so that the Water and Sewer Customer Service office will be located in space currently occupied by the Commissioner of Revenue. The Treasurer and the Registrar of Voters will also switch spaces so that the Treasurer and Commissioner of Revenue remain adjacent.

Future Growth and Adjacencies

The Water and Sewer Customer Service office will continue to be separate from the rest of Administrative Services in the future. They will add one Customer Service position and one Meter Reader in the future. The seven Customer Service Personnel will continue to have workstations with sound barrier panels near the service counters. The Customer Service Director will have a private office with a small conference table in the future while the Meter Technicians will continue to have workstations. The Meter Readers must have an area where they can charge their equipment and unload the collected data. The Meter Readers do not need full workstations to complete these tasks. Therefore, three library-style carrels within the open office would be sufficient. The office also includes space for a work/copy area, lockable file storage area, equipment room, and supply closet. A waiting/queuing area, staff conference room, beverage station, and staff restrooms can be shared with an adjacent department but are included in this draft as placeholders. The Water and Sewer Customer Service office should be located near a public entrance for easy accessibility.



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Table 7.200 Water and Sewer Customer Service

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
7.200 Water & Sewer Customer Service							
7.201	Waiting/Queuing Area	0	6	1	12	72	Public side of customer service counter
7.202	Water & Sewer Cust. Svc.Stations	0	1	4	25	100	
7.203	Water&SewerCust.Svc.Personnel	7	1	7	65	455	Typical Workstation
7.204	Customer Service Director	1	1	1	180	180	Seating for 2-4 in office
7.205	Meter Technicians	2	1	2	25	50	
7.206	Chief Meter Reader	1	1	1	65	65	
7.207	Meter Readers	1	1	1	25	25	Carrel style shared workstations
7.208	Meter Reading Equipment	0	-	1	25	25	
7.209	Staff Conference Room	0	20	1	15	-	Shared
7.210	Staff Work/Copy Area	0	-	1	200	-	Shared
7.211	File Storage Area	0	-	1	150	150	Lockable
7.212	Equipment Room	0	-	1	110	-	Shared
7.213	Supply Closet	0	-	1	45	45	
7.214	Beverage Station	0	-	1	10	-	Shared
7.215	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		12				1,167	
		Departmental Grossing			35%	408	
Total (DGSF)						1,575	

Parking Needs

The Water and Sewer Customer Service office will need twelve parking spaces for staff. This office has some visitors but a majority of their business is done by mail, over the phone, or via the internet. The visitor parking area should be able to handle any visitors to this office.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	12	-	12	-	
Visitor Vehicles		-	-	-	
Subtotal	12	-	12	-	
Total (Vehicles)					12



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8.000 Housing and Human Services Administration

Overview

The Housing and Human Services section of Community Services provides and oversees the following services: public assistance, property tax relief, Fairfax-Falls Church Community Services Board, the Health Department, and community college programs. The office also works with the Police Department concerning victim services and they work with the Senior Center. The primary focus of this office is to provide critical human services to at-risk populations.

Current Location

The Housing and Human Services office is currently located on the first floor of the West Wing of City Hall. The office is located near an entrance that is not accessible which is problematic for handicapped and elderly visitors. There is a small waiting area adjacent to the service window. The waiting area seating is too close to the service window to allow for private conversations to take place between visitors and staff. Adjacent to the waiting area is a small conference room that seats three to four people. This room doubles as a storage and break room. On the opposite side of the waiting area is an entrance to a small office suite that includes two offices. This office suite is physically separate from the Housing and Human Services office suite. This suite was not in use during the interviews or tours.

There is currently no space available for staff meetings. Therefore, staff meetings take place in the middle of the office. If visitors come to the service window during the staff meeting, someone gets up to help them. The waiting area is separate from the staff area but conversations during the staff meeting can be heard from the waiting area.

There are currently nine full-time staff: a Director, two Human Services Specialists, two Administrative Assistants, two Housing Specialists, a Development Specialist, and a Program Analyst. The Director of Housing and Human Services, the Senior Human Services Specialist, and the Human Services Specialist all have private offices. One large office is shared by the Senior Housing Specialist and the Development Specialist. The remaining staff are in workstations. At times, there is also an Intern who works part-time. This position has a typical workstation. Active files are stored in file cabinets at workstations and throughout the office suite with no room for expansion.

Future Growth and Adjacencies

The Housing and Human Services office will continue to have nine full-time staff. They have no adjacency requirements as long as they remain with other City of Falls Church departments in the City Hall. The office should be located on a lower level of the building near an accessible entrance. The waiting area should be large enough to include seating for visitors. This area should not be immediately adjacent to the receptionist due to privacy concerns.



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There will be two interview rooms that seat four people off of the waiting area with a separate entrance for staff. These rooms will be used for meetings with clients. Staff restrooms and a beverage station are included but may be shared with an adjacent department.

The Director, two Human Services Specialists, Program Analyst, Housing Specialists, and Development Specialist will have private offices. The Administrative Assistants will have workstations. There will also be a workstation available when there is a part-time Intern in the office. The new configuration will include additional space for vertical files, lateral files, and supply cabinets. Supplies and active files that need to be easily accessible will be in a central area while each person will also have file storage adjacent to them. Archived files can be stored remotely. An equipment room and a work/copy area will also be included within the office suite. Some areas may be shared with an adjacent department but are included in this draft as placeholders.

Table 8.000 Housing and Human Services Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
8.000 Housing & Human Services Administration							
8.001	Waiting/Queueing Area	0	-	1	150	150	For peak of 4 visitors with ample space
8.002	Receptionist Station	1	1	1	65	65	
8.003	Housing Specialist	2	1	2	110	220	Small Private Office
8.004	Development Specialist	1	1	1	110	110	Small Private Office (could be shared)
8.005	Program Analyst	1	1	1	120	120	Private Office
8.006	Administrative Assistant	1	1	1	65	65	Typical Workstation
8.007	Intern	0	1	1	65	65	Typical Workstation
8.008	Human Services Specialist	2	1	2	120	240	Private Office
8.009	Director	1	1	1	180	180	Seating for 2-4 in office
8.010	Interview Rooms	0	1	2	80	160	
8.011	Conference Room	0	-	1	300	-	Shared
8.012	Staff Work/Copy Area	0	1	1	200	200	
8.013	File Storage Area	0	-	1	150	150	Lockable
8.014	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
8.015	Supply Closet	0	-	1	45	45	
8.016	Beverage Station	0	-	1	10	10	Can be shared
8.017	Staff Restrooms	0	-	2	45	90	To be shared for total of one M, one F
Subtotal		9				1,980	
Departmental Grossing					35%	693	
Total (DGSF)						2,673	

Parking Needs

The Housing and Human Services office will need nine parking spaces for staff vehicles and 1 space for a city vehicle. This office has fairly consistent traffic from visitors and would require two parking spaces.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	10	-	9	1	-
Visitor Vehicles	2	-	-	-	2
Subtotal	12	-	9	1	2
Total (Vehicles)				12	



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9.000 Development Services

Overview

Development Services is comprised of Planning, Urban Forestry, Zoning, and Geographic Information Systems (GIS). The Planning Division reviews site plans for commercial and residential projects. The division also develops and implements the Comprehensive Plan and the Zoning Ordinance that are used as guidance while reviewing site plans. These documents are developed to publicly define the goals for Falls Church in order to guide future development towards those goals.

The Urban Forestry Division works closely with the Planning and Zoning Divisions by reviewing plans and implementing the long-term urban forestry goals. The Urban Forestry Division is involved in the landscaping and maintenance of public areas and is intimately involved with the Tree Commission, Neighborhood Tree Program, and Tree City USA. The crew in Urban Forestry is involved in tree removals and plantings.

The Zoning Division enforces the Zoning and Flood Plain Ordinances for the City of Falls Church. They also work closely with the Board of Zoning Appeals, Architectural Advisory Board, and the Building Official. Geographic Information Systems captures, analyzes, and manages data concerning the geography and associated attributes of the City of Falls Church.

Current Location

The Planning Division is located on the G Level of City Hall. Within the Planning Division there are two Principle Planners and a Senior Planner. In GIS there is one GIS Technician. The office also houses the General Manager and a Planning Specialist for Development Services as well as Commercial and Residential Arborists from Urban Forestry. The Urban Forestry crew works off-site. The Zoning Division is located on the third floor of the West Wing in City Hall. Within the Zoning Division are a Director, an Inspector, and an Administrative Assistant.

The staff within the Planning office all have private offices. There is a small waiting area for two people near the Planning Specialist's office. There is a conference room in the Planning office that is one of only three conference rooms within City Hall. This conference room is used by various departments and organizations for meetings even though it is located within the Planning Division. The Planning office also lacks sufficient space for laying out plans. These plans are generally printed on 24" x 36" sheets but can be larger.

The Administrative Assistant in Zoning has a workstation with one chair immediately adjacent to the workstation that serves as a waiting area. The Zoning Director has a private office with guest seating. The Inspector shares an office with a Residential Arborist from the Urban Forestry Division. Due to the office's document retention and storage needs, there is currently not sufficient space available for storage. There is some storage that is off-site and several sticks of drawings that are being stored in the hallway.



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Future Growth and Adjacencies

Development Services will add an Architect/Planning Specialist in the future. The Administrative Assistant will be the first person to handle walk-in traffic and other administrative duties while the Architect/Planning Specialist would be the second person to offer assistance. Currently, Development Services is physically separated due to space constraints. In the future, the entire department should be collocated. When this occurs, the Administrative Assistant for Zoning could serve the entire department rather than Zoning only. The size of the reception area should be larger so that more than one person can be seated at a time. Many people visit the Zoning office and the Building Official without appointments therefore the reception area should be able to handle seating for walk-ins and provide space between the Administrative Assistant's workstation and the seating.

The Architect/Planning Specialist will have a private office near the reception area and the Administrative Assistant. The two principle planners, Senior Planner, GIS Technician, General Manager, Planning Specialist, Zoning Director, Commercial Arborist, and Residential Arborist will have private offices. The Zoning Inspector will have a large workstation.

A drawing layout/work area will be included for the laying out and discussion of drawings. A copy/work area will include standard printers and a plotter. A conference room will be included within the office suite but will be used primarily by the Development Services staff. A lockable file storage area, equipment room, supply closet, beverage station, and staff restrooms will also be included within the office suite. Some of these areas may be shared with an adjacent department but are included in this draft as placeholders. The Development Services Office should be separate from but near the Department of Environmental Services due to their constant interaction. The Zoning Division works closely with the Inspections and should remain close to them in the future. The Urban Forestry crew will remain off-site in the future.



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Table 9.000 Development Services

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
9.000 Development Services							
9.001	Reception/Waiting Area	0	1	1	180	180	
9.002	Administrative Assistant	1	1	1	65	65	
9.003	Architect/Planning Specialist	1	1	1	120	120	Private Office
9.004	Principle Planners	2	1	2	120	240	Private Office
9.005	Senior Planner	1	1	1	180	180	Seating for 2-4 in private office
9.006	GIS Technician	1	1	1	120	120	Private Office
9.007	General Manager	1	1	1	180	180	Seating for 2-4 in private office
9.008	Planning Specialist	1	1	1	120	120	Private Office
9.009	Zoning Director	1	1	1	180	180	Seating for 2-4 in private office
9.010	Zoning Inspector	1	1	1	80	80	Large Workstation
9.011	Commercial Arborist	1	1	1	120	120	Private Office
9.012	Residential Arborist	1	1	1	120	120	Private Office
9.013	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
9.014	Staff Conference Room	0	20	1	15	300	Shared
9.015	Staff Work/Copy Area	0	-	1	250	250	Includes 50SF for plotter
9.016	File Storage Area	0	-	1	150	150	Lockable
9.017	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
9.018	Supply Closet	0	-	1	45	45	
9.019	Beverage Station	0	-	1	10	10	Can be shared
9.020	Staff Restrooms	0	-	2	150	300	To be shared for total of one M, one F
Subtotal		12				3,070	
		Departmental Grossing			35%	1,075	
Total (DGSF)						4,145	

Parking Needs

The Development Services office requires twelve parking spaces for staff. The visitor parking area should be able to accommodate any visitors to this office.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	12	-	12	-	
Visitor Vehicles	-	-	-	-	
Subtotal	12	-	12	-	
Total (Vehicles)				12	



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9.100 Building Inspector

Overview

The Inspections Division is part of the Police Department but it is physically located with Environmental Services. The Inspections Division does not have to be collocated with the Police Department in order to function properly. Their current collocation with Environmental Services works well due to the similarities in their work.

Current Location

The Inspections Division is located with Environmental Services on the third floor of the West Wing, near the Zoning office. Inspections staff includes a Building Official, a Building Inspector, an Electrical Inspector, and an Administrative Assistant. All staff, including the Administrative Assistant, reviews plans as part of their regular duties. The Building Inspector also reviews residential walk-through permits.

This office suite is primarily comprised of workstations, with a private office for the Building Official. The front counter is staffed by permits personnel from the Engineering and Construction Division of Environmental Services. Inspections personnel are in the back of the office suite.

Archived plans are kept at the property yard. Plans are retained for five years following completion.

Future Growth and Adjacencies

In the future, Inspections should continue to be located near Environmental Services. Although Inspections is part of the Police Department, the two can continue to be physically separated from one another. The Inspections Division should be located near the Zoning office due to their close working relationship. The Building Official should have a private office that includes a conference table that seats four people. The Building Inspector and the Electrical Inspector will have workstations large enough to lay out plans, and will have an additional plan layout area near their workspaces for collaborative plan review.

The Administrative Assistant may continue to review plans in addition to performing typical administrative duties, and will require a large workstation with plenty of surface area. The Inspections Division will also have a work/copy area, conference room, lockable file storage area, equipment room, supply closet, beverage station, and staff restrooms. Some of these areas may be shared with an adjacent department but are included in this draft as placeholders.



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Table 9.100 Building Inspector

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
9.100	Building Inspector						
9.101	Reception/Waiting Area	0	1	1	120	-	Shared
9.102	Administrative Assistant	1	1	1	80	80	Large Workstation for plan review
9.103	Building Inspector	1	1	1	80	80	Large Workstation
9.104	Electrical Inspector	1	1	1	80	80	Large Workstation
9.105	Plan Review Table	0	-	1	65	65	Table/Layout Area
9.106	Building Official	1	1	1	180	180	Seating for 2-4 in office
9.107	Staff Conference Room	0	20	1	15	-	Shared
9.108	Staff Work/Copy Area	0	1	1	200	-	Shared
9.109	File Storage Area	0	-	1	150	150	Lockable
9.110	Equipment Room	0	-	1	110	-	Shared
9.111	Supply Closet	0	-	1	45	45	
9.112	Beverage Station	0	-	1	10	-	Shared
9.113	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		4				680	
		Departmental Grossing			35%	238	
Total (DGSF)						918	

Parking Needs

The Building Inspector's office requires four parking spaces for staff vehicles and two spaces for city cars. The visitor parking area should be able to accommodate any visitors to this office.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	-	4	2	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	6	-	4	2	-	
Total (Vehicles)					6	



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Section 3 – Space Program - City Hall

9.200 Department of Environmental Services Administration

Overview

The Department of Environmental Services includes Operations, Public Utilities, Fleet Management, and the Engineering and Construction Division. The Operations Division is involved with the maintenance of streets, traffic signals, water distribution, sewer collection and disposal, snow and ice removal, and leaf and waste collection. The Public Utilities Division deals with the engineering and management of the water and sewer systems. There are approximately 11,000 residents in Falls Church and there are 35,000 customers currently on the water system. Over 90% of the customers are in Fairfax County while the remaining customers are in Falls Church. The Engineering and Construction Division manages capital improvement plans, issues permits, handles engineering plan revision and inspections, and deals with environmental issues such as recycling, solid waste management, and erosion and sediment control.

Current Location

Environmental Services is located on the third floor of the West Wing of City Hall near the Zoning office. The administration for Environmental Services is located in an office suite directly across the hall from Zoning. The Operations Division is located off-site at the property yard.

The Public Utilities Division and the Engineering and Construction Division are collocated in an adjacent office suite. The Inspections Division of the Police Department is located within the office suite due to their close working relationship with Environmental Services. There is a service counter at the entrance with limited space available for laying out plans. The majority of the personnel are in workstations with a few private offices in the back. The storage space that is currently available has been filled beyond its capacity. Staff workstations and offices are also filled to capacity with plans and documents. Due to the lack of space, the plotter for this department is located in the basement of the West Wing in a locked room.

Within the administration of Environmental Services are the General Manager, a Contracts Manager, and an Administrative Assistant. The Public Utilities Division has a Director, an Engineer, an Engineering Assistant, an Administrative Assistant, a part-time Engineer, an Engineering Technician, and several positions that are off-site at the pumping station and property yard. There are several inspectors that are off-site due to lack of space in City Hall. The part-time Engineer is currently located with the Human Resources office due to lack of space.

Within the Engineering and Construction Division are the Director, two Technicians, an Urban Inspector, an Environmental Programs Specialist, two Civil Engineers, and two Erosion and Sediment Control Inspectors (currently off site, but should move into City Hall with the Engineering Division). The Director of the Engineering and Construction Division has a private office with the remaining staff in workstations.



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Environmental Services stores its archived records off-site with current files being kept within the office suite. The supply closet near the entrance is shared with the entire suite. There is also a beverage station for use by the suite.

Future Growth and Adjacencies

The administration of the Department of Environmental Services will add one intern/temporary position that will require a workstation in the future. A City Center Manager will also be added in order to manage the redevelopment of the downtown area. The Administrative Assistant and the Contract Manager will also have workstations. The General Manager will have a private office with seating for 2-4 people.

The Director of the Engineering and Construction Division will have a private office while the Civil Engineers, Environmental Specialist, Urban Inspector, E&S Inspectors, Technician, and Senior Technician will have large workstations. The Director of Public Utilities will have a private office. An Engineer/Technician will be added within the next twenty years and will have a large workstation. The Engineer, Engineering Assistant, Utilities Inspectors, and Part-Time Engineer will also have large workstations (Utilities Inspectors may share one large workstation). The Administrative Assistant will have a typical workstation. Expansion space should be included for 2-3 additional engineering or environmental programs staff, who will likely be needed over the next 20 years. The Engineering Technician, Technician, and Senior Technician will also have large workstations.

The Operations Division will continue to be located off-site and has no space requirements in City Hall.

This office suite should continue to be near the Zoning office and Building Official, due to the similarity of clientele and the continual need to share information. The office could also be near the Commissioner of Revenue and Treasurer's offices in the future because of related business functions. The entrance to the suite should include a waiting area with seating for several people. There should be four service windows so that four customers can be assisted at a time. These areas need to be larger than a typical service window in order to have sufficient space for laying out drawings, if necessary. In addition to the four service windows, there should be two lower counter areas specifically designed for staff and clients to review plans together. All six service areas should have some separation between them so that multiple conversations can occur at once. There will be two staff assigned to the front counter, with workstations near the counter so that they can address customers as they arrive. There should be ample storage for frequently used plans near the lower service counters to facilitate customer service. There should also be bookshelves under the counter for current code books.

There should be a conference room within this office suite that can double as additional space for laying out plans. This conference room should be near the service windows so that the public



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can easily access this room for meetings. There should be several shared tables within the main work area for laying out drawings as well.

There is a large need for storage in this department. Historical files could be kept outside of the office suite in a place that is still easily accessible and secure. There should be ample space for storage of current drawings within the office. This space should include flat file storage as well as storage for rolled drawings. The plotter, scanner, and other necessary equipment should be located within the office suite in an area that is easily accessible by all staff. The Environmental Programs Specialist needs storage for brochures and large maps at their workstation. Additional brochures can be kept at the service window.

The office suite will also include a beverage station, staff restrooms, supply closet, and equipment room. Some of these areas may be shared with an adjacent department but are included in this draft as placeholders.



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Table 9.200 Department of Environmental Services Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
9.200	Department of Environmental Services Administration						
9.201	Reception/Waiting	0	-	1	180	-	Shared
9.202	Customer Service Stations	0	1	4	40	160	Wide high service counter areas
9.203	Customer Service Layout Areas	0	1	2	40	80	Lower counter, broad layout surface
9.203	Cashier Stations	0	1	6	40	240	
9.204	Admin. Assistant Administration	1	1	1	65	65	Typical Workstation
9.205	Contract Manager	1	1	1	65	65	Typical Workstation
9.206	Temporary Staff/Intern	2	1	2	65	130	Typical Workstation
9.207	City Center Manager	1	1	1	80	80	
9.208	General Manager	1	1	1	180	180	Large Workstation
9.209	Civil Engineer	2	1	2	80	160	Large Workstations
9.210	Environmental Specialist	1	1	1	80	80	Large Workstation
9.211	Urban Inspector	1	1	1	80	80	Large Workstation
9.212	Engineering Technician	1	1	1	80	80	Large Workstation
9.213	Technician	1	1	1	80	80	Large Workstation
9.214	Senior Technician	1	1	1	80	80	Large Workstation
9.215	Director	1	1	1	180	180	Seating for 2-4 in office
9.216	Admin. Assistant Public Utilities	1	1	1	65	65	Typical Workstation
9.217	Engineer	1	1	1	80	80	Large Workstation
9.218	Engineer/Technician	1	1	1	80	80	Large Workstation
9.219	Engineering Assistant	1	1	1	80	80	Large Workstation
9.220	E&S Inspector	2	1	2	80	160	Large Workstation
9.221	Engineer (Part-Time)	1	1	1	80	80	Large Workstation
9.222	Utilities Inspectors (off-site)	2	1	1	80	80	Large Shared Workstation
9.223	Expansion Workstations	0	1	3	80	240	Large Workstation
9.224	Public Utilities Director	1	1	1	180	180	Seating for 2-4 in office
9.225	Drawing Layout/Work Area	0	1	1	200	200	Work tables for blueprint layout
9.226	Drawing Storage Area	0	-	1	200	200	Rolled drawings, flat files, code books
9.227	Staff Conference Room	0	25	1	15	-	Shared
9.228	Staff Work/Copy Area	0	1	1	250	-	Shared
9.229	File Storage Area	0	-	1	150	150	Fixed shelving, room or area
9.230	Equipment Room	0	-	1	110	-	Shared
9.231	Supply Closet	0	-	1	45	45	
9.232	Beverage Station	0	-	1	10	-	Shared
9.233	Staff Restrooms	0	-	1	45	-	To be shared for total of one M, one F
Subtotal		24				3,380	
		Departmental Grossing			35%	1,183	
Total (DGSF)						4,563	



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Parking Needs

The Environmental Services office will require twenty four parking spaces for staff. This office has many visitors per day and would require access to four parking spaces in the visitor lot.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	24	-	24	-	-	
Visitor Vehicles	4	-	-	-	4	
Subtotal	28	-	24	-	4	
Total (Vehicles)					28	



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100.000 Building Shared

Overview

Building shared spaces include various spaces that are required in any building to help it operate efficiently for those who work there every day. These spaces may be located in various places throughout the facility, according to their function. They include areas for deliveries (mail room, exterior stairs to basement for deliveries); places for cleaning supplies and staff (janitorial storage and closets); mechanical and wiring areas; building storage, and the server room. These spaces are typically located in areas of restricted access, and are not used by the public or by the majority of building staff.

Current Location

The current City Hall has a server room, small print shop, all-staff shared break area, and a mail sorting and delivery room in the basement of the west wing. These areas are remotely located and the finished are old and in disrepair, with the exception of the staff break area. That room has been refurbished to provide staff with a pleasant room for lunches and small group activities. There is no natural light in any of these spaces and several are undersized. Some, like the mail room, are adequately sized, but could be improved through simple layout changes such as the addition of a counter for sorting and collating mail and drawers for storage. The remote location of these components limits the use of the print shop and may decrease the efficiency of mail distribution.

There is little building storage, and the space that exists is largely occupied by the Police Department's equipment. While most bulky items can be stored off-site, it is recommended that all buildings have some storage space for staging large, numerous, or oversized items in and out (such as multiple computers or furniture) or for storing items (such as paint, bulk maintenance items, and carpet remnants) for direct use in the building. There is some space outside the rear of the building for dumpsters.

Future Growth and Adjacencies

A new or renovated City Hall facility should provide, at a minimum, the basic services described in table 100.000. These functions are typical ones that occur in most facilities, and the lack of sufficient infrastructure within the building leads to operational constraints. Ample space for technology and building service improve the quality of life for all facility users, and help to ensure smooth customer service to citizens coming to the building.



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Table 100.000 Building Shared

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
100.000 Building Shared							
100.001	Print Shop			1	400	400	Printers, counters, cabinets, shredder
100.002	Mail Room			1	150	150	Sorting table, drawers, cabinets
100.003	Server Room			1	600	600	Independently cooled
100.004	Work/Repair Room			1	180	180	Adjacent to 20.008; counter, workstation
100.005	Cabling/Computer Wiring Room			4	120	480	ONE PER FLOOR - COUNT IN DESIGN
100.006	Telephone Wiring Room			1	80	80	Closet for telephone switchboard and wiring
100.007	Mechanical Room			1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.008	Loading Dock			1	600	600	Panel truck deliveries
100.009	Staging area			1	150	150	Inventory computer, sink, eyewash station
100.010	Archived Customer Svc Storage			1	100	100	Closet for archived records for Auditors
100.011	Janitorial Storage			1	200	200	Floor sink, drain, fixed shelves, mixing area
100.012	Janitor's Closets			12	45	540	Near restrooms- FINAL COUNT IN DESIGN
100.013	Building Storage			1	500	500	Caged or locked storage for bulky items
100.014	Dumpster			2	150	150	Two dumpsters (exterior, included at 50%)
100.015	Recycling Area			2	150	150	Two dumpsters (exterior, included at 50%)
Subtotal		0				5,080	
		Departmental Grossing			35%	1,778	
Total (DGSF)						6,858	

Parking Needs

The staff who utilize the shared areas of the building have already been accounted for in the other program areas; therefore there is no need for additional staff parking spaces for this component.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



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Section 4 – Space Program – Police Department

A. FACILITY SUMMARY

This preliminary draft program for the Police Department summarizes the space requirements for the Falls Church police function currently located within City Hall. The contents of this program were created based on user interviews, plan reviews, tours of the spaces currently occupied by these groups, and tours of surrounding local facilities in the City of Fairfax and Fairfax County. The space standards were based on national best practice standards for similar spaces.

This preliminary program includes some assumptions about adjacencies and operations based on other jurisdictions, which may need to be adjusted for Falls Church. This program also assumes a police station which, at a minimum, has a unique entrance and can stand alone. If this function is co-located with other municipal functions, some of these spaces may be able to be combined.

Summary of Space Needs

SUMMARY OF SPACE NEEDS - POLICE DEPARTMENT					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
1.000 b)	Public Safety Lobby/Reception	0	1,408	493	1,901
15.000	Inmate Processing	0	2,095	838	2,933
16.000	Community/EOC	0	2,010	704	2,714
17.000	Victim/Witness/Interview Area	0	690	242	932
18.000	Administration	4	1,625	569	2,194
19.000	Operations Division	13	1,636	573	2,209
20.000	Training/Roll Call	0	852	298	1,150
21.000	Report Writing	20	454	159	613
22.000	Locker/Fitness	0	2,315	810	3,125
23.000	Services Division	25	2,322	813	3,135
24.000	Special Operations	2	300	105	405
25.000	Evidence Processing	0	340	119	459
26.000	Evidence Storage	0	280	98	378
27.000	Equipment Room/Armory	0	1,059	371	1,430
28.000	Vehicle Prep Bay and Officer Entrance	0	2,400	840	3,240
100.000	Building Shared	0	3,260	1,141	4,401
TOTALS		64	23,046	8,171	31,217
Building Grossing (35%)					35%
BUILDING GROSS SQUARE FEET					42,142



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Section 4 – Space Program – Police Department

Summary of Parking Needs

PARKING NEEDS	Special Vehicles	Staff Cars	City Cars	Visitor Cars
1.000 b) Public Safety Lobby/Reception	-	-	-	5
15.000 Inmate Processing	-	-	-	-
16.000 Community/EOC	-	-	-	20
17.000 Victim/Witness/Interview Area	-	-	-	2
18.000 Administration	-	1	3	-
19.000 Operations Division	-	13	-	-
20.000 Training/Roll Call	-	-	-	-
21.000 Report Writing	-	-	-	-
22.000 Locker/Fitness	-	-	-	-
23.000 Services Division	-	-	-	-
24.000 Special Operations	-	2	-	-
25.000 Evidence Processing	-	-	-	-
26.000 Evidence Storage	-	-	-	-
27.000 Equipment Room/Armory	-	-	-	-
28.000 Vehicle Prep Bay and Officer Entrance	-	-	-	-
100.000 Building Shared	-	-	-	-
TOTALS	-	16	3	27



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Section 4 – Space Program – Police Department

1.000 Lobby/Reception

Current Location

The Police Department is currently located on the G-2 and G-3 (basement) levels of the East Wing of City Hall. The G-2 level is the public face of the department. There is a waiting area with several chairs, two service windows, racks for brochures, and a public telephone. One of the service windows is for records and information and is only open during regular business hours. This service window contains clear glazing with blinds but no special tinting or hardening. The other window is hardened and has tinted glazing with an intercom system for communication with the personnel inside. The emergency dispatchers have workstations on the opposite side of this window.

Future Growth and Adjacencies

The lobby of the Police Department will serve as the main entrance to the building as well as the main control point for those doing business with the police. As such, the central control station also functions as both reception area and security screening. The lobby includes some public services such as restrooms, vending machines, and a pay telephone.

The central control station should face onto the lobby/waiting area, with restrooms and vending directly adjacent to the lobby/waiting area. The community room is adjacent to this area for easy public access. A separate access corridor should lead into the secure portion of the Police Department, past central control so that further screening can take place out of the lobby, if necessary.

Table 1.000 Lobby/Reception

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
1.000	b) Public Safety Lobby/Reception						
1.001	Lobby/Waiting	0	0	1	500	500	Public seating, brochure display
1.002	Central Control/Reception	0	3	1	68	204	ECC Techs. Pkg screening/bldg control
1.003	NCIC Workstation	0	0	1	25	25	Lockable movable cart within 1.002
1.004	Restroom Male	0	0	1	240	240	One urinal, one toilet, two sinks
1.005	Restroom Female	0	0	1	240	240	Two stalls, two sinks
1.006	Family Restroom	0	0	1	150	150	
1.007	Vending Machines	0	0	2	6	12	One drink machine; one snack machine
1.008	Pay Telephone	0	0	1	2	2	One wall mounted phone
1.009	Janitor's Closet	0	0	1	35	35	
Subtotal		0				1,408	
		Departmental Grossing			35%	493	
Total (DGSF)						1,901	



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Section 4 – Space Program – Police Department

Parking Needs

The lobby/reception area will require five spaces for in the visitor parking area.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	5	-	-	-	5	
Subtotal	5	-	-	-	5	
Total (Vehicles)		-	-	-	5	



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Section 4 – Space Program – Police Department

15.000 Inmate Processing

Current Location

The inmate processing area is currently located on the G-2 level of City Hall, near the holding cells. There are currently four holding cells. Three of the cells open onto a day room. The remaining cell is separate but adjacent to the other three. There currently is no vehicular sallyport. Those in custody are escorted by an officer from a non-secure parking lot down to processing and the holding cells.

Future Growth and Adjacencies

The inmate processing area must be located adjacent to an exterior wall of the facility, along the secure (police) side of the facility rather than the public side. Internally, this area should be located so that those using the officer side of the secure interview rooms (perhaps attorneys) can reach the area with minimal traffic through the facility. The inmate processing area will be used for those taken into custody, who are pending transfer to the jail. Stopping at the facility may not always be necessary, but should be an option to permit officers to log evidence, make reports, do some computer investigation and verify identity as much as is needed before transporting the alleged perpetrator to the jail.

This area will contain a drive-up sallyport for secure transfer of those in-custody from the officer's vehicle to the building. Inside there will be an open room with benches and a fingerprint area, as well as two secure interview rooms. Adjacent to this area will be a drug testing toilet and a waiting area for the drug testing. There will be two single cells and two group holding cells. There will also be an in custody restroom and a staff restroom.

Table 15.000 Inmate Processing

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
15.000 Inmate Processing							
15.001	Sallyport	0	0	1	800	800	Pull-in, drive-out, for one car/van. Keep clear and free of all equipment.
15.002	Intake/Fingerprint Area	0	0	1	200	200	Open area with benches, counter, and camera
15.003	Deputy Station/Fingerprint & ID	0	0	1	150	150	
15.004	Drug Testing Holding / Waiting	0	0	1	100	100	
15.005	Drug Testing Toilet	0	0	1	50	50	
15.006	In-Custody Restroom	0	0	1	50	50	ADA Compliant.
15.006	Single Cells	0	1	2	50	100	One for women or juveniles
15.007	Group Holding	0	8	2	25	400	Two group holding cells for 4-8 each
15.008	Staff Restroom	0	0	1	45	45	
15.009	Secure Interview Rooms	0	1	2	100	200	One way mirror to camera area in Detectives' multi-purpose room; table, chairs
Subtotal		0				2,095	
Departmental Grossing					40%	838	
Total (DGSF)						2,933	



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Report 1 Section 4 – Space Program – Police Department

Parking Needs

There are no specific parking needs for this area.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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Section 4 – Space Program – Police Department

16.000 Community/Emergency Operations Center

Current Location

There is currently no community/public education space within the Police Department areas in City Hall. Conference rooms that can be used by the community are located throughout City Hall or in the adjacent Community Center.

Future Growth and Adjacencies

The community room will be one of the rooms most frequently used by the public, and as such should be located in close proximity to the lobby. This functional area will consist of one large room that can be divided into two rooms. Each half of the large room will have a storage closet. One closet will provide permanent storage for chairs; another will be used for television carts and other equipment. The third will be lockable and will be kept vacant for temporary storage of materials used by those making use of the room. A small galley/kitchenette will span the area between the two halves of the room, so that either side can use its sinks and cabinets.

Table 16.000 Community/ Emergency Operations Center

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
16.000 Community/EOC							
16.001	Community/EOC Room	0	100	1	12	1,200	Divides into two rooms,ample floor outlets
16.002	Equipment/Storage Closet	0		1	80	80	Fixed shelving, TV cart, one side of divider
16.003	Equipment Room	0	0	1	400	400	
16.004	Galley/Kitchenette	0	0	1	100	100	Sink, dishwasher, cabinets, shared
16.005	Storage Closet	0	0	1	150	150	Long, thin storage closet for chairs/tables
16.006	Extra Closet	0	0	1	80	80	For storing items overnight, one side of rm
Subtotal		0				2,010	
		Departmental Grossing			35%	704	
Total (DGSF)						2,714	

Parking Needs

The community/public education area does not need any staff parking but will require twenty parking spaces in the visitor lot for use during classes.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	20	-	-	20	Community classes, lectures, etc.
Subtotal	20	-	-	20	
Total (Vehicles)				20	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

17.000 Victim/Witness/Interview Area

Current Location

There are currently several interview rooms within the Police Department. The rooms are equipped with audio and visual recording equipment. Those being interviewed must be escorted in past the secure doors. There is currently no separate children's play room.

Future Growth and Adjacencies

The interview rooms and play room should be arranged in a row on the corridor leading from the lobby into the Police Department, near central control, so that witnesses and other interviewees do not need to proceed further than that area. The victim/witness/interview area consists of two parent interview rooms with one children's play room between them. A fingerprint room will be adjacent to these rooms as well.

Table 17.000 Victim/Witness/Interview Area

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
17.000 Victim/Witness/Interview Area							
17.001	Children's Play Room	0	0	1	150	150	One way mirror from interview room
17.002	Interview Rooms	0	0	2	180	360	window to play room w/blinds, wired
17.003	Fingerprint Room	0	0	1	180	180	One LiveScan machine; room for two
Subtotal		0				690	
		Departmental Grossing			35%	242	
Total (DGSF)						932	

Parking Needs

The victim/witness/interview area does not require any staff parking spaces but will require two visitor parking spaces. These spaces will be used when people come to the Police Department to give their statements or talk to an Officer.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	2	-	-	-	2	
Subtotal	2	-	-	-	2	
Total (Vehicles)					2	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

18.000 Administration

Current Location

The Administrative area of the Police Department is currently located on the G-2 floor of City Hall. There is no reception/waiting area or dedicated conference room inside of the secure area. Administrative meetings generally take place in private offices, the break/roll call room on G-3, or one of the conference rooms that is available in City Hall.

Future Growth and Adjacencies

The Administrative area is the heart of the Police Department's daily business activities. This area contains the Chief of Police, Deputy Chief, Chaplain, and an Administrative Assistant with associated conference areas. There is a lockable file storage room, an open file storage area, and shared photocopy/workroom with open table and shared office equipment. This area will also have a small kitchenette with bar sink for staff use, and for serving guests in the conference room.

This area should be located near central control, beyond a second secure door to limit public access from the victim/witness/interview area. This location will permit visitors to be fully screened, and for easy access without transiting through the officer work areas and other staff-secure portions of the police department.

Table 18.000 Administration

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
18.000 Administration							
18.001	Reception/Waiting	0	5	1	20	100	Chairs, Alcove Area
18.002	Office of the Chief of Police	1	1	1	350	350	Private Office
18.003	Chief's Conference Room	0	1	1	375	375	Adjacent to Chief's Office
18.004	Deputy Chief	1	1	1	240	240	Private Office
18.005	Chaplain	1	1	0	64	-	(no space needed)
18.006	Admin. Assist./Locked Files	1	1	1	120	120	Lockable room with workstation and files
18.007	Kitchenette	0	0	1	40	40	Sink, Cabinets, Refrigerator
18.008	Staff Restroom	0	1	2	45	90	Two staff restrooms, one M; one F
18.009	Janitor's Closet	0	0	1	40	40	Near kitchenette, restrooms
18.010	File Room	0	0	1	120	120	Storage for active case files
18.011	Copy/Workroom	0	0	1	150	150	Copier, materials storage, fax
Subtotal		4				1,625	
		Departmental Grossing			35%	569	
Total (DGSF)						2,194	

Parking Needs

The Administration will need four parking spaces for staff in the secure parking lot. Three of the vehicles will be city owned cars with one being a privately owned vehicle. Visitors to this office will park in the visitor parking lot.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	4	-	1	3	-	Admin. Assist. Drives POV
Visitor Vehicles	-	-	-	-	-	
Subtotal	4	-	1	3	-	
Total (Vehicles)					4	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

19.000 Operations Division

Current Location

The Operations Division currently has space on both the G-2 and G-3 floors of City Hall.

Future Growth and Adjacencies

The work areas for officers in the Operations Division includes a private office for the Operations Lieutenant, shared private offices for Sergeants and Corporals of the Platoons, and workstations for the K-9 Unit Officers and the Bike Patrol (POP) Officers. The equipment room for the Bike Patrol is located in the vehicle preparation bay.

Table 19.000 Operations Division

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
19.000 Operations Division							
19.001	Operations Lieutenant	1	1	1	150	150	Private Office
19.002	K-9 Unit Officer	2	1	2	64	128	Workstation
19.003	Indoor Kennel Area	0	0	3	20	60	Three crating/kennel slots for large dogs
19.004	Outdoor Kennel/Run Area	0	0	3	30	-	Included in Building Shared Spaces
19.005	Bike Patrol (POP)	2	1	2	64	128	Workstation
19.006	Bike Patrol Equipment Room	0	-	-	-	-	Included in Vehicle Preparation Bay
19.007	Sergeant/Corporal A Platoon	2	2	1	120	240	Private Office, Shared
19.008	Sergeant/Corporal B Platoon	2	2	1	120	240	Private Office, Shared
19.009	Sergeant/Corporal C Platoon	2	2	1	120	240	Private Office, Shared
19.010	Sergeant/Corporal D Platoon	2	2	1	120	240	Private Office, Shared
19.011	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, lg copier, work table.
19.012	Supply Storage Closet	0	1	1	60	60	
Subtotal		13				1,636	
		Departmental Grossing			35%	573	
Total (DGSF)						2,209	

Parking Needs

The Operations Division will need thirteen parking spaces for staff in the secure parking lot. It is currently unclear how many of these vehicles will be privately owned vehicles and how many will be city owned vehicles.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	13	-	13	-	City or staff cars?
Visitor Vehicles	-	-	-	-	
Subtotal	13	-	13	-	
Total (Vehicles)					13



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

20.000 Training/ Roll Call

Current Location

Roll call and staff meetings currently take place in the break/roll call room on the G-3 level of City Hall. This area has a refrigerator, microwave, television, sink, small conference table, file cabinets, copiers and printers, and several computers for report writing. This area also has storage for evidence processing.

Future Growth and Adjacencies

The roll call room is one of the first points of entry for officers between shifts. The roll call room includes a storage closet and a kitchenette/break room. The mail area is an area central to the communication between officers as they arrive for shift change. This area includes not only the staff mailboxes, but also the cruiser key board and counter for equipment chargers. Behind the mailbox area is a room for sorting and screening U.S. Postal Service mail and packages. The roll call area will be near the report writing area and lockers rooms.

Table 20.000 Training/ Roll Call

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
20.000 Training/Roll Call							
20.001	Training/Roll Call Room	0	30	1	15	450	Screen, white board, tackable walls, wiring for two TV's with cable and one TV-linked PC, two PC stations
20.002	Training/Roll Call Storage Closet	0	0	1	45	45	Storage closet with shelving for TV cart, DVD machine
20.003	Staff Kitchenette/Break room	0	0	1	250	250	Full kitchen wired for residential oven/stove/hood, two refrigerators, table, chairs, cabinets
20.004	Mailbox Area	0	0	58	0.25	15	Open wall, movable name plates, mail slot.
20.005	Equipment Chargers	0	0	1	10	10	Supplemental to chargers in locker area
20.006	Cruiser Key Board	0	0	1	2	2	Peg board with cruiser keys
20.007	Package Screening	0	0	1	50	50	Equipment for package screening
20.008	Mailbag Storage	0	0	1	10	10	Under mail slot, in mail room
20.009	Mail Sorting Table	0	0	1	20	20	Table or counter area
Subtotal		0				852	
		Departmental Grossing			35%	298	
Total (DGSF)						1,150	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

21.000 Report Writing

Current Location

Two computers are set up in the break/roll call room on the G-3 level of City Hall for report writing. There are several copiers and printers within this room as well as lockable file storage.

Future Growth and Adjacencies

The report writing room is used by officers during and after their shifts, to document activity. This room must contain sufficient workstations in carrels to accommodate shift overlap, and must have printers, photocopier, and other office equipment that these officers can use. This room will also serve as the location for the dedicated CAD PC and for the Video PC (used for processing, editing, viewing, and processing taped interviews and evidentiary videos). One storage closet in this area will be dedicated to forms and evidence bags; another storage closet near the Video PC will be used solely for video archiving and storage. The PC work carrels will be shared by two to three officers. This area should be located close to the Evidence Room.

Table 31.000 Report Writing

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
21.000 Report Writing							
21.001	PC Work Carrels	20	0	10	20	200	Shared workstations; two per three officers
21.002	Printer Station	0	0	7	4	28	Printer stands, one per two PC's
21.003	Copier	0	0	1	6	6	Large, high volume copier
21.004	CAD PC's	0	0	2	20	40	Two carrels with CAD PC's
21.005	Video PC	0	0	1	20	20	One video equipped PC
21.006	Video Storage Room	0	0	1	100	100	Shelving with storage drawers
21.007	Storage Closet	0	0	1	60	60	Closet with shelving
Subtotal		20				454	
		Departmental Grossing			35%	159	
Total (DGSF)						613	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

22.000 Locker/Fitness

Current Location

Originally, there was a weight room on the G-3 level of City Hall for the Police Department. Due to growth within the department and lack of space to expand, the weight room was replaced with workstations for officers. The weight room was never replaced. The locker room, staff restrooms, and showers are near the former weight room.

Future Growth and Adjacencies

The locker room and fitness room are one of the first points of entry for officers between shifts. This area includes locker rooms, shower rooms, equipment maintenance areas, restrooms, a fitness room, and an emergency storage area that doubles as a space for bunks. Locker rooms and showers must be provided for staff by gender. Ideally, women (who constitute the minority gender) will be distributed throughout the shift schedule, so that all women will not demand shower/locker use at the same time. Still, shifts will occur in which more women will be on duty than the average. Thirty female lockers, two female toilets, and two female showers are included to account for shift peaking. The lockers should have boot shelves, forced ventilation, and electricity for charging equipment within them. The lockers should be large enough to store two vests and additional equipment on-site. A locker will be assigned to a specific officer.

The locker/shower/toilet rooms should be arranged so that there is direct access from both (male and female) locker rooms directly into the gym, and with direct access between the toilet room, shower room, and locker rooms for each gender. The Emergency Storage/Bunk room should have direct access to the male and female locker rooms and to the roll call room, so that in the event of an emergency, those bunking in that room have easy access to the areas they will need to deploy.

Access to this area should be proximal to the Staff Entrance, with one side of a corridor opening into the Roll Call Room and the other side opening into the male and female locker rooms. The Emergency Storage/Bunk room should have easy access to the staff entrance.

Table 42.000 Locker/Fitness

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
22.000 Locker/Fitness							
22.001	Male Locker Room	0	0	46	10	460	2' wide, attached bench, circ. (+10%)
22.002	Female Locker Room	0	0	30	10	300	2' wide, attached bench, circ. (+10%)
22.003	Male Shower Room	0	0	3	45	135	1:10, max shift + 35% peak
22.004	Female Shower Room	0	0	2	45	90	1:8, max shift + 35% peak
22.005	Male Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
22.006	Female Equip. Maint. Area	0	0	1	30	30	Alcove in locker room w/bench, boot grip
22.007	Male Toilet Area	0	0	4	45	180	1:8 per shift, opens to hall & locker rm.
22.008	Female Toilet Area	0	0	2	45	90	1:3 per shift, opens to hall & locker rm
22.009	Emergency Storage/Bunks	0	0	1	200	200	Cots & emerg. supplies; quiet location
22.010	Fitness Room	0	1	1	800	800	Rubber flooring, phone, intercom; acoustical barriers to other areas
Subtotal		0				2,315	
		Departmental Grossing			35%	810	
Total (DGSF)						3,125	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

Parking Needs

There are no specific parking needs for this area.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

23.000 Services Division

Current Location

The Services Division currently has space on both the G-2 and G-3 floors of City Hall.

Future Growth and Adjacencies

The Services Division will include private offices for the Criminal Investigations Sergeant, General Assignment Detectives, Gang Task Force Detective, and the Services Lieutenant due to the privacy concerns related to their work. The Community Services Officer and the School Resource Officer can either have a small private office or a large workstation. The Administrative Assistant, Parking Enforcement Officers, Animal Control Officer, and Records Unit Administrative Assistants will have workstations. The Communications Supervisor will either have a small office or a large workstation within the Emergency Communications area. There are five Emergency Communications Technicians that cover several shifts. There will be three workstations that are shared by these Emergency Communications Technicians. Associated storage and equipment will also be within this area.

Table 53.000 Services Division

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
23.000 Services Division							
23.001	Criminal Investigations Sergeant	1	1	1	120	120	Private Office
23.002	General Assignment Detectives	4	1	4	120	480	private offices, one for growth
23.003	Gang Task Force Detective	1	1	1	120	120	Office with two chairs
23.004	Administrative Assistant	1	1	1	64	64	Workstation
23.005	Services Lieutenant	1	1	1	150	150	Private Office
23.006	Community Services Officer	1	1	1	110	110	Office or Workstation
23.007	Crossing Guards	5	-	-	-	-	Shared PC Access in Report Room
23.008	School Resource Officer	1	1	1	110	110	Office or Workstation
23.009	School Resource Officer Closet	0	0	1	80	-	Adjacent to 9.008
23.010	Parking Enforcement Officers	1	1	1	64	64	Workstations
23.011	Animal Control Officer	1	1	1	64	64	Workstation
23.012	Communications Supervisor	1	1	1	100	100	Office or Workstation
23.013	Emergency Comm. Technicians	5	3	1	100	300	Workstations used by several shifts
23.014	ECT Lockers	0	1	12	6	72	Long locker for personal belongings
23.015	Staff Restrooms	0	1	2	45	90	Locate inside or near ECT dispatch area.
23.016	Polygraph Room	0	1	1	120	120	Desk, printer, three chairs, video capable
23.017	Records Unit Admin. Assistants	2	1	2	64	128	Workstations
23.018	Copy/Fax/Printer Area	0	1	1	150	150	PC, printers, fax, large copier, work table.
23.019	Storage Closet	0	1	1	80	80	
Subtotal		25				2,322	
		Departmental Grossing			35%	813	
Total (DGSF)						3,135	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 4 – Space Program – Police Department

Parking Needs

There are no specific parking needs for this area.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

24.000 Special Operations

Current Location

These staff currently share an office with other Police Department staff.

Future Growth and Adjacencies

Special Operations consists of a Special Operations Lieutenant and an Emergency Management Coordinator. Both of these positions will have private offices and will share a printer/copy area and storage closet.

Table 54.000 Special Operations

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
24.000 Special Operations							
24.001	Special Operations Lieutenant	1	1	1	150	150	Private Office
24.002	Emergency Mgmt. Coordinator	1	1	1	150	150	Private Office
24.003	Copy/Fax/Printer Area	0	0	0	150	-	Shared
24.004	Storage Closet	0	0	0	80	-	Shared
Subtotal		2				300	
		Departmental Grossing			35%	105	
Total (DGSF)						405	

Parking Needs

Special Operations will require two parking spaces in the secure parking lot. It is currently unclear whether these vehicles will be privately owned vehicles or city owned vehicles.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	2	-	2	-	Staff or city cars?
Visitor Vehicles	-	-	-	-	
Subtotal	2	-	2	-	
Total (Vehicles)				2	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

25.000 Evidence Processing

Current Location

There currently is not an evidence processing lab in the Police Department. Evidence packaging supplies are kept in the break/roll call room. At times, evidence has been processed in the break/roll call room despite the fact that this room lacks proper ventilation and food is often prepared in this area.

Future Growth and Adjacencies

The evidence processing lab is a large room with two work spaces and an adjacent biohazard disposal room. This area should be located adjacent to, or as close as possible to, evidence storage.

Table 55.000 Evidence Processing

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
25.000 Evidence Processing							
25.001	Lab	0	2	1	120	240	Vented hood, negative airflow
25.002	Biohazard Disposal	0	1	1	100	100	Sharps/biohazard disposal, refrigerator for contaminated evidence
Subtotal		0				340	
		Departmental Grossing			35%	119	
Total (DGSF)						459	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

26.000 Evidence Storage

Current Location

Evidence is currently stored in a room on the G-3 level of City Hall. This room is adjacent to the locker rooms. The report writing area is down the hall and several officer workstations are nearby. The drug lockers do not have proper ventilation which results in the entire room smelling like drugs.

Future Growth and Adjacencies

Evidence storage consists of one large room with fixed shelving and adjacent (or included) safes, one for drugs and another for cash. An evidence receiving area with a roll window and two sided lockers is at the entrance to the evidence room. This area should be located close to the report writing room.

Table 56.000 Evidence Storage

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
26.000 Evidence Storage							
26.001	Evidence Receiving	0	1	1	120	120	Roll window,"slam" lockers
26.002	Evidence Room	0	0	1	120	120	Lockable room with fixed shelving
26.003	Drug/Cash Safe	0	0	2	20	40	one for money, one for drugs
Subtotal		0				280	
		Departmental Grossing			35%	98	
Total (DGSF)						378	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)				-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

27.000 Equipment Room/Armory

Current Location

The armory is currently located on the G-3 level of City Hall near the locker rooms. This room is not near an entrance.

Future Growth and Adjacencies

The equipment room must be located close to the staff entrance to the facility, but out of sight from the staff door, so that access can be maintained even if the staff entrance is compromised. The gun cleaning area and firearm storage areas should open off of the inside of the equipment room.

The equipment room and special equipment area should have a communicating door, but both should also have direct access onto the main corridor from the staff entrance. The equipment room/armory is the weapons cache for the facility, including the equipment room, the special equipment area, a gun cleaning area, firing barrel, and shotgun/rifle storage.

Table 57.000 Equipment Room/Armory

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
27.000 Equipment Room/Armory							
27.001	Equipment Room/Armory	0	70	1	10	699	Storage room for tubs and duffle bags, wooden shelving. Three stacked cubes per 10 sf area. Total staff/3 shifts with 10% peaking.
27.002	Special Equipment Area	0	1	1	120	120	Additional storage space for special teams and their equipment
27.003	Gun Cleaning Area	0	1	1	80	80	Alcove for gun cleaning
27.004	Firing Barrel	0	1	1	10	10	Weapons testing area
27.005	Shotguns/Rifles	0	1	1	150	150	Lockable storage area with rifle, handgun, and ammunition storage. Out of direct line of sight of back door.
Subtotal		0				1,059	
		Departmental Grossing			35%	371	
Total (DGSF)						1,430	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

28.000 Vehicle Prep Bay and Officer Entrance

Current Location

There currently is no vehicle preparation bay. Officers can enter through the secure door down the ramp on the Northwest side of the building or through the public entrance of stairwells that connect to the remainder of City Hall.

Future Growth and Adjacencies

The officer entrance itself should include wide double doors, an awning or roof over the door, and a mud-room inside the door with benches and floor faucets/drains for washing off muddy boots. Adjacent to this bay is a vehicle storage room, which can be located on the exterior wall (does not need to be heated/cooled.) This room is for storage of traffic cones, oil, tires, and other supplies needed to maintain officer vehicles.

Also adjacent to the bay and near the staff entrance is the bicycle storage room and bike mechanic's areas. These rooms are for the Bike Patrol and should be located with easy access to the staff-dedicated parking. Access can be through the vehicle prep bay.

The vehicle prep bay is a necessary drive-through space out of the weather where officers can change the oil, put chains on their tires, change fuses, and examine the car for minor issues. This area is sized for one vehicle at a time and is considered to be exterior space as it is not climate controlled. This bay should have wide automatic-opening pedestrian doors that can accommodate a person walking a bicycle to enter. This bay will be adjacent to an evidence vehicle bay, for storing and working on evidence vehicles.

Table 58.000 Vehicle Prep Bay and Officer Entrance

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
28.000 Vehicle Prep Bay and Officer Entrance							
28.001	Vehicle Bay	0	1	1	800	800	Extra wide bay w/ lift & garage doors. Wide swing doors for bikes.
28.002	Evidence Vehicle Bay	0	1	1	600	600	Lockable bay for evidence vehicle storage. Climate controlled.
28.003	Bike Storage Area	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.004	Equipment/Bike repair Room	0	1	1	200	200	Room for oversized equipment. Tool bench & stand for bike repair.
28.005	Vehicle Storage Room	0	1	1	200	200	Shelving & racks for flares, cones, salt, oil, tires, and chains.
28.006	Animal Control Storage	0	1	1	200	200	Large rm or area off of bay w/ bike racks.
28.007	Officer Entrance	0	1	1	100	100	Covered portico entrance with bench outside secure door. Camera monitor to central control.
28.008	Mud Room	0	1	1	100	100	Wide corridor with floor drains and sprayers, benches and rubber mats.
Subtotal		0				2,400	
		Departmental Grossing			35%	840	
Total (DGSF)						3,240	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

Parking Needs

There are no specific parking needs for this area.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 4 – Space Program – Police Department

100.000 Building Shared

Current Location

The Police Department currently has several storage room on the G-2 and G-3 levels of City Hall. Staff restrooms are included within the locker/shower rooms on the G-3 level. The G-2 level has restrooms that are not within the secure area of the department.

Future Growth and Adjacencies

The building shared spaces include a large building storage room, and equipment/forms storage closet, and staff restrooms. There is also a covered outdoor storage area, which is included for cost purposes, but which may very well consist of a shed or other simple structure to keep ATVs and permanently stored equipment out of the weather.

Table 100.000 Building Shared

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
100.000 Building Shared							
100.001	Mechanical Room	0		1	800	800	PLACEHOLDER - SIZE IN DESIGN
100.002	Loading Dock	0		1	600	600	Panel truck deliveries
100.003	Staging area	0		1	150	150	Inventory computer, sink, eyewash station
100.004	Janitorial Storage	0		1	150	150	Floor sink, drain, fixed shelves, mixing area
100.005	Janitor's Closets	0		6	45	270	Near restrooms- FINAL COUNT IN DESIGN
100.006	Building Storage	0		1	250	250	Caged or locked storage for bulky items
100.007	Forms/equipment	0		1	100	100	
100.008	Outdoor Kennel/Run Area	0		3	30	90	Three runs for large dogs with shelters
100.009	Covered vehicles	0		1	700	350	Exterior storage, special veh. est. @ 50%
100.010	Staff restrooms	0		2	250	500	Male, Female
Subtotal		0				3,260	
		Departmental Grossing			35%	1,141	
Total (DGSF)						4,401	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 4 – Space Program – Police Department

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Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

A. FACILITY SUMMARY

This preliminary Courthouse draft program summarizes the space requirements for the Falls Church General District and Juvenile & Domestic Relations court functions currently located within City Hall and at 200 Little Falls Street. The contents of this program were created based on user interviews and surveys, plan reviews, and tours of City Hall, combined with Virginia Trial Courts Standards and best practices.

This preliminary program includes some assumptions about adjacencies and operations based on other jurisdictions, which may need to be adjusted to suit the Falls Church court. This program assumes the courthouse is a stand alone facility with its own public parking lot and secure staff parking lot.

Summary of Space Needs

SUMMARY OF SPACE NEEDS - GEN DIST AND J & DR COURT					
No.	Space Name	No. of Staff	NSF	Dep't Grossing	DGSF
1.000	b) Secure Building Entrance and Lobby	0	1,923	673	2,596
11.000	Clerk of the Court	5	2,135	747	2,882
12.000	Court Services Unit	6	1,895	663	2,558
13.000	Court Set	1	3,305	1,157	4,462
14.000	Sheriff's Department Staff Areas	32	3,864	1,352	5,216
15.000	Intake	0	1,310	524	1,834
15.100	Juvenile Holding	0	450	180	630
15.200	Adult Holding	0	620	248	868
100.000	Building Shared	0	2,570	900	3,470
TOTALS		44	18,072	6,444	24,516
Building Grossing (35%)					35%
BUILDING GROSS SQUARE FEET					33,097

Summary of Parking Needs

PARKING NEEDS		Special Vehicles	Staff Cars	City Cars	Visitor Cars
1.000	b) Secure Building Entrance and Lobby	-	4	-	-
11.000	Clerk of the Court	-	5	-	4
12.000	Court Services Unit	-	6	1	2
13.000	Court Set	-	2	-	25
14.000	Sheriff's Department Staff Areas	-	7	7	-
100.000	Building Shared	-	-	-	-
TOTALS		-	24	8	31



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

1.000 Building Entrance and Lobby

Current Location

Court is held two days per week in the City Council Chambers room in City Hall.

There is no lobby – the public enters into what amounts to a small stairway landing on the second floor. The entrance door is fitted with an ADA-accessible magnetometer, but there is no room for an x-ray machine. Once screened, the public spills into the stairwells and throughout the building. It would be a simple matter to enter the building through another public door and blend with the crowd waiting to enter court through the non-secure stairwells.

The stairs and landing on the south entrance (which becomes the main entrance on court days) is not covered. There are two benches outside the courtroom in a small waiting/security area. The public, witnesses, and prisoners pass through the same set of double doors to enter the courtroom, leading to security risks related to circulation.

Since there is no waiting area, everyone sits in the courtroom until their case is heard. Closed hearings, which often occur in J&DR court, require everyone to leave the courtroom. This forces all parties outside where there is no covered area to protect people from the elements as they wait to be let back inside.

Future Growth and Adjacencies

The building entrance and lobby will serve as the main entrance to the building as well as the main control point for those entering the courthouse. The public enters the building and immediately passes through a magnetometer and has their belongings screened by an x-ray machine. The lobby includes some public services such as restrooms, vending machines, and a pay telephone. The lobby will also include an Attorney work room, Prosecutor work room, and two victim/witness waiting areas. The central control station should face onto the lobby, with restrooms and vending directly adjacent to the lobby. The Facility Manager will have an office adjacent to central control.

Table 1.000 Building Entrance and Lobby

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
1.000 b) Secure Building Entrance and Lobby							
1.001	Lobby/Screening	0	0	1	500	500	One screening station, queuing for clerk
1.002	Security Screening	0	0	1	200	200	One magnetometer, one x-ray
1.003	Victim/Witness Waiting	0	0	2	80	160	Waiting rooms adjacent to court entrance
1.004	Attorney/Prosecutor Work Room	0	0	1	180	180	Locked with fax, tables, chairs, lockers
1.005	Central Control	0	3	1	68	204	Building systems, adj. to lobby/screening
1.006	Vending Alcove	0	0	2	6	12	Three machines; kid-friendly snacks
1.007	Pay Telephone	0	0	1	2	2	Mounted Wall Phones
1.008	Public Restrooms	0	0	2	240	480	PLACEHOLDER; SIZE IN DESIGN
1.009	Family Restroom	0	0	1	150	150	For mixed-gender family use.
1.010	Janitor's Closet	0	0	1	35	35	
Subtotal		0				1,923	
		Departmental Grossing			35%	673	
Total (DGSF)						2,596	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

Parking Needs

Courthouse staff will require four parking spaces in a secure staff parking lot. The public will park in a public parking lot adjacent to the building entrance and lobby.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	4	-	4	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	4	-	4	-	-	
Total (Vehicles)					4	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

11.000 Clerk of the Court

Overview

The Clerk of the Court keeps the court's records and collects fees associated with the courts. Clerks within the office also assist the Judges on court days. The Clerk of the Court is an elected constitutional office in each county or city in Virginia.

Current Location

The office of the Clerk of the Court is currently located on the first floor of the East Wing of City Hall. There are currently several service windows for the public with two cash registers for Clerks to process fees. The Clerk of the Court has a private office. The three Deputy Clerks have workstations near the service windows. The Deputy Clerks have regular work they complete at their desk and when people walk up to the service window, one of the Clerks will leave their workstation to tend to the person. There is no privacy and the public can hear confidential matters easily. On court days, one Deputy Clerk works with the Judge(s) throughout the day.

More space is needed around the two registers for processing of associated court fees for workers and customers. There are also no public access terminals, no space for the lawyers to review cases, no conference room, no break room/area, not enough archive and current file storage, and no room for expansion in the current configuration.

Future Growth and Adjacencies

One Deputy Clerk position will be added in the future. The Deputy Clerks will have workstations in an open office environment while the Clerk of the Court will have a private office. The workstations for the Deputy Clerks will have lower walls so that the service windows are easy to see, but should be arranged so that the public cannot see the desk surfaces. The Deputy Clerks should continue to be located near, but separate from the service windows. There should be five service windows with space for the Deputy Clerks to complete paperwork and space on the opposite side for the customers to complete paperwork. A secure service counter will be in a separate room that has a controlled entrance. This room allows for safe, private conversations to take place between a person and a Deputy Clerk. This room will also include toys for children who may enter the room with a parent or guardian. The service windows will include security glazing to protect staff from disorderly people who may visit this office.

The staff side of this office will be secured by having controlled access to all staff areas and a panic button that will alert the Sheriff's Department if there is a problem. A beverage station, conference room, and staff restrooms will be included but could be shared if adjacencies permit. A storage area with enough space to store archived and current files will be included. Retention of archived files is dependant on the type of court case. A high-density file storage system could be used for the storage of these files. In the lobby, there will be one public access terminal for people to use for simple transactions. Due to the high level of traffic, this office should continue



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Section 5 – Space Program – Courthouse

to be located near the public entrance and within close proximity to the courtroom. A supply closet, equipment room, and a work/copy area will also be included within the office suite.

Table 11.000 Clerk of the Court

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
11.000	Clerk of the Court						
11.001	Waiting/Queueing Area	0		1	180	180	Adjacent to lobby, doors for sound control
11.002	Service Windows	0	1	5	25	125	Cashier-ready, walk-up; Security glazing
11.003	Public Access Terminal	0		1	15	15	In waiting/queueing area
11.004	Secure Service Counter/Room	0		1	120	120	Camera to waiting area; controlled entrance
11.005	Deputy Clerks	4	1	4	80	320	Large workstations
11.006	Clerk of the Court	1	1	1	250	250	Seating for 4-6 in office
11.007	Archived File Storage	0		1	200	200	Inactive Files
11.008	File Storage Area	0		1	400	400	Active Files, High Density Files
11.009	Staff Conference Room	0	20	1	15	-	Shared with other groups
11.010	Staff Work/Copy Area	0		1	150	150	Large photocopier, table for layout
11.011	Equipment Room	0		1	110	110	Independent cooling, vertically stacked
11.012	Supply Closet	0		1	45	45	
11.013	Beverage Station	0		1	10	10	Can be shared if adjacencies permit
11.014	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
11.015	Staff Restrooms	0		2	45	90	Can be shared if adjacencies permit
Subtotal		5				2,135	
		Departmental Grossing			35%	747	
Total (DGSF)						2,882	

Parking Needs

The Clerk of the Court's office will need five parking spaces for staff. Any visitors to this office will park in the public parking lot adjacent to the building entrance and lobby. Four parking spaces will be provided for visitors.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	-	
Visitor Vehicles	4	-	-	-	4	
Subtotal	9	-	5	-	4	
Total (Vehicles)					9	



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12.000 Court Services Unit

Overview

The Court Services Unit has the responsibility for juvenile probation and pretrial services in Falls Church. In addition to these typical responsibilities, the Falls Church Court Services Unit also functions as a branch within Community Services. As such, Court Services oversees the operation of the Aurora House Group Home (an off-site group home for young girls).

The Falls Church Court Services Unit supports the Juvenile and Domestic Relations Court, which convenes on the 2nd and 4th Tuesdays of the month. The judges for this court are shared with Arlington County. Jurisdiction for this court includes: Juvenile Criminal Cases (delinquency), Status Offenses (truancy and runaways), Adult Domestic Violence (amongst household members), Adult Criminal Cases (when the victim is a minor), Child Abuse and Neglect, and Child Custody and Support. The Court Services Unit is involved whenever there is a juvenile probationer involved.

There are only four permanent staff in the Falls Church office and each person performs a variety of duties that can include: intake services, juvenile probation cases, bilingual services, prevention cases, supervision of youth completing community service, and pre-sentence or custody investigations when ordered. The average monthly caseload for the Juvenile and Domestic Relations Court has been approximately 70 for the past several years, or 140 cases annually.

Current Location

The Court Services Unit is currently located in leased space across from City Hall at 200 Little Falls Street in Suite 207. Within this office are the Director of Court Services, a Probation Officer, an Intake Officer, an Administrative Assistant, occasionally an Intern, and a part-time volunteer. The office is not currently ADA accessible and is primarily comprised of private offices with a small kitchen. The office currently has a small server/supply room, limited secure file storage space, has limited areas for meetings, and lacks adequate security (through both design and technology). The Probation Officers must often conduct interviews in their offices without adequate backup support due to the limited amount of space.

The Court Services Unit was originally collocated with the Falls Church City Public Schools Administration. The two offices split when the School Administration moved into a building that would not allow the Court Services Unit to locate there due to the nature of their work. Despite the physical separation, the Court Services Unit continues to work closely with the School Administration, Falls Church Police and Sheriff's Departments, Falls Church City government, the City Attorney, and the Clerk of the Court.

Future Growth and Adjacencies

The Court Services Unit anticipates the addition of one staff in the future for a total of six staff. The Court Services office should be located near the Clerk of the Court. The two offices must be physically separate but could have a connecting door for secure access. A reception/waiting area



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and a secure conference room could be shared by these two offices. On the Court Services side of the lobby, there should be two interview rooms for use by Social Workers, Attorneys, and Probation Officers. Due to security concerns, the Probation and Intake Officers will not conduct interviews in their offices in the future. Instead they will use the interview rooms for this purpose. Security features such as cameras and panic buttons should be built-in to these rooms. Behind the secure door are the staff areas. The Director, Intake Officer, and Probation Officer will have private offices. The Administrative Assistant will have a workstation near the reception/waiting area while the Intern/Temporary Staff and the Volunteer will share a workstation.

The office suite will also include a work/copy area, a lockable file storage area, equipment room, supply closet, beverage station, and staff restrooms. The Court Services Unit will continue to oversee the operation of the Aurora House. This facility will always remain separate from the administration of Court Services. The Court Services Unit also works closely with the School Administration and has been collocated with them in the past.

Table 12.000 Court Services Unit

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
12.000 Court Services Unit							
12.001	Reception/Waiting	0	1	1	100	100	Adjacent to lobby; doors for sound control
12.002	Administrative Assistant	1	1	1	65	65	Inside reception/waiting area
12.003	File Storage Area	0	0	1	150	150	Lockable, near Administrative Assistant
12.004	Urinalysis Toilet	0	1	1	45	45	Pass-through to staff area
12.005	Interview Rooms	0	1	2	80	160	Near waiting; for disruptive clients, intake
12.006	Staff Conference Room	0	12	1	15	180	For public and staff use
12.007	Probation Officer	1	1	1	120	120	Private Office
12.008	Program Services Officer	1	1	1	120	120	Private Office
12.009	Intake Officer	1	1	1	120	120	Private Office
12.010	Intern/Temp Staff/Volunteer	1	1	2	65	130	Open workstations along staff secure area
12.011	Director Office	1	1	1	180	180	Seating for 2-4 in office
12.012	Staff Work/Copy Area	0	1	1	150	150	Open area in rear of office
12.013	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
12.014	Supply Closet	0	1	1	45	45	
12.015	Beverage Station	0	1	1	10	10	
12.016	Staff Break Room	0		1	120	120	Sink, refrigerator, table, chairs. Shared.
12.017	Staff Restrooms	0	1	2	45	90	Can be shared if adjacencies permit
Subtotal		6				1,895	
		Departmental Grossing			35%	663	
Total (DGSF)						2,558	



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Parking Needs

The Court Services Unit will need seven parking spaces for staff. Six of the parking spaces will be for staff cars with one space for a city vehicle. Any visitors to this office will park in the public parking lot adjacent to the building entrance and lobby. Two parking spaces will be included for visitors.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	7	-	6	1	-	
Visitor Vehicles	2	-	-	-	2	
Subtotal	9	-	6	1	2	
Total (Vehicles)					9	



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Report 1 Section 5 – Space Program – Courthouse

13.000 Court Set

Overview

The Falls Church General District and Juvenile and Domestic Relations Cases are heard in Falls Church by assigned judges from Arlington. There are four General District Judges and two Juvenile and Domestic Relations Judges who have their chambers in Arlington but also hear cases in Falls Church on specific days. Court is held two days per week – one day for J&DR and one day for General District. The City Council Chambers room doubles as a courtroom on court days.

The District Court handles Civil and Traffic cases as well as Criminal arraignments. The Civil Division hears handles cases of less than \$15,000 and includes a Small Claims Court. Traffic fines or prepayment are handled by the Clerk of the Court's office.

The Juvenile and Domestic Relations Courts hears all cases of youth under age 18 who are involved in violations of the law in Falls Church City. This court hears petitions for custody and support and charges against a family/household member.

Current Location

The room used as a courtroom is the City Council Chambers room. This room has a raised bench and is of sufficient size to handle court cases, but does not have the adjacent supporting spaces to function properly. There is no secure staff circulation; the Sheriff's office behind the bench becomes temporary chambers when court is in session. The courtroom is one of the only large meeting spaces available in the City, so it is also used by the School Board and other organizations when court is not in session.

Future Growth and Adjacencies

The location of City Hall will determine where the City Council will meet in the future. The location of the School Administration will determine where the School Board meetings will be held. Regardless of where City Hall and the School Administration are located, the meetings associated with these agencies should be held in a location separate from the court in the future, in order to permit the court to be operated with the security that is necessary to ensure the safety of all parties.

The court program that follows was developed in accordance with the Commonwealth of Virginia Trial Court Standards.

The court should include ample waiting adjacent to the courtroom to prevent overcrowding in the courtroom and to permit parties to be separated while waiting. If space is provided, the Juvenile and Domestic Relations Court can make use of a mediation/hearing room as a supplement to the courtroom.



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The Sheriff's Department will remain near the court in the future since they provide security for the court. Judicial chambers should be added for use by Judges on the days when court is in session. This will avoid disruption to the Sheriff on court days.

Judges should have secure parking and a secure path to their chambers and to the courtroom. In-custody defendants and witnesses should have separate circulation from the public.

Table 13.000 Court Set

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
13.000 Court Set							
13.001	Soundlock Vestibule			1	80	80	
13.002	Attorney Conference Rooms			2	80	160	Adjacent to Soundlock
13.003	Courtroom			1	1,800	1,800	
13.004	Equipment Closet			1	80	80	Closet off of courtroom for equipment
13.005	Court Holding		1	2	50	100	Two single holding cells
13.006	Prisoner elevator			1	60	60	Includes vestibule
13.007	Secure Interview Room			1	80	80	Two sides, one adj. to public access
13.008	Hearing/Mediation Room			1	400	400	Adjacent to Court
13.009	Small Conference/Breakout Rm			1	150	150	Adjacent to Mediation Room
13.010	Chambers	1		1	350	350	Includes private restroom
13.011	Supply Storage Closet			1	45	45	Along staff secure corridor
Subtotal		1				3,305	
		Departmental Grossing			35%	1,157	
Total (DGSF)						4,462	

Parking Needs

Two parking spaces are needed for staff in the secure parking lot. Visitors to the courthouse will park in the public parking lot and will be screened as they enter the building. Twenty five parking spaces will be available for visitors to the court.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	2	-	2	-	-	Secure Parking
Visitor Vehicles	25	-	-	-	25	
Subtotal	27	-	2	-	25	
Total (Vehicles)						27



14.000 Sheriff's Department

Overview

The Sheriff for the City of Falls Church is a position that is elected by the citizen's of Falls Church. The Sheriff's Department provides security and prisoner transportation for the court. The City of Falls Church does not have a jail of its own so prisoners must be transported from jails in neighboring jurisdictions for court. The Sheriff's Department also serves civil warrants and legal notices. The Sheriff's Department works closely with the Police Department and assists them on an as needed basis.

Current Location

The Sheriff's Department is located on the second floor of the West Wing behind the judge's bench/City Council Chambers. The entrance to the building on this floor is for the Sheriff's Department only. Current staff includes the Sheriff, a Chief Deputy Sheriff, four full-time Deputy Sheriffs, eighteen volunteer Deputy Sheriffs, and one Administrative Assistant. The Sheriff has a private office while the Administrative Assistant and the four full-time Deputy Sheriffs have workstations in an office across the hall. There is currently not enough storage space for the Deputy Sheriffs. The volunteer Deputy Sheriffs share the full-time Deputy Sheriff workstations when they need to do work in the office. The volunteer Deputy Sheriffs serve anywhere from one to three days per month and during special events. The full-time Deputy Sheriffs rotate ten hour shifts.

The sallyport and four holding cells are located within the Police Department on one of the lower levels of the East Wing of City Hall. When the prisoner needs to be in the courtroom, the Sheriff's Department has exclusive use of the elevator. The prisoner is transported to the second floor and enters through the rear door of the room. There is a specific bench at the front, on the left hand side where prisoners are seated while handcuffed to the bench. The public enters the room through the same set of double doors after they have passed through the magnetometer. When court is in session, the Sheriff's office is used as the Judge's Chambers which means that the Sheriff is forced to work elsewhere during court.

Future Growth and Adjacencies

The Sheriff's Department will continue to add more Deputy Sheriffs in the future. If the Sheriff's Department takes over security for the entire building, the number of full-time Deputy Sheriffs will increase. The Deputy Sheriffs will complete their paperwork in the Muster Room where there will be several shared computer carrels. The Sheriff and the Chief Deputy Sheriff should have private offices within the office suite. An Administrative Assistant will have a workstation in the reception area. The Sheriff's Department office suite also includes a conference room, work/copy area, lockable file storage area, equipment room, supply closet, and beverage station. Locker rooms will be provided in the future and will be adjacent to the gym. Additional staff restrooms will be located near the work areas.



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The Intake area of the Sheriff's Department will include a vehicle sallyport, security vestibule, fingerprint and identification area, drug testing holding and waiting area with a drug testing toilet, an inmate toilet, and a staff toilet. Adjacent to the Intake area is the Juvenile Holding and the Adult Holding areas. The Juvenile Holding area includes a staff toilet, and inmate toilet, two single cells, two medium group holding cells that can hold three to six inmates, and an isolation cell. The Adult Holding area includes a staff toilet, an inmate toilet, three single cells, one medium group holding cell, one large group holding cell, and two isolation cells. The medium group holding cell can hold six to eight individuals while the large group holding cell can hold ten to fourteen individuals. The Intake area and Holding areas must be in a secure area of the building with vehicle access. The Intake area will be within a secure parking area. The Sheriff's Department must remain with the court but could function independent of the Police Department and City Hall.

In the scenarios where the Sheriff's Department and Police Department are co-located, one combined holding/intake area will serve both agencies, as well as the courts.

Table 14.000 Sheriff's Department Staff Areas

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
14.000 Sheriff's Department Staff Areas							
14.001	Reception/Waiting area	0	1	1	200	200	
14.002	Administrative Assistant	1	1	1	65	65	In Reception/Waiting Area
14.003	Sheriff	1	1	1	250	250	Seating for 4-6 in office
14.004	Chief Deputy Sheriff	1	1	1	180	180	Private Office
14.005	Operations Supervisor	1	1	1	150	150	Private Office
14.006	Permanent Deputy Sheriffs	8	0	0	0	-	Will work in the courtroom and holding
14.007	Part Time Deputy Sheriffs	20	0	0	0	-	Will work in the courtroom and holding
14.008	Staff Conference Room	0	20	1	15	300	
14.009	Staff Work/Copy Area	0	1	1	150	150	
14.010	File Storage Area	0	0	1	150	150	Lockable
14.011	Deputy Muster Room	0	8	1	25	200	Classroom, Computer carrels along wall
14.012	Male Locker Room	0	25	1	12	300	2' wide lockers with 2' in front & 1' bench
14.013	Female Locker Room	0	12	1	12	144	2' wide lockers with 2' in front & 1' bench
14.014	Male Restroom/Shower	0	1	1	250	250	2 stalls, 2 urinals, 2 showers, 2 sinks
14.015	Female Restroom/Shower	0	1	1	250	250	4 stalls, 2 showers, 2 sinks
14.016	Fitness Room	0	1	1	800	800	Standard weight equip., treadmill, etc.
14.017	Equipment Room	0	1	1	110	110	Independent cooling, vertically stacked
14.018	Property Storage	0	0	1	220	220	Shelving, safe, large and small bags
14.019	Supply Closet	0	1	1	45	45	
14.020	Beverage Station	0	1	1	10	10	
14.021	Staff Restrooms	0	1	2	45	90	1 Male, 1 Female; Both accessible
Subtotal		32				3,864	
		Departmental Grossing			35%	1,352	
Total (DGSF)						5,216	



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Table 15.000 Intake

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
15.000 Intake							
15.001	Vehicle Sallyport	0		1	800	800	Exterior, Estimated at 50% total space.
15.002	Security Vestibule	0		1	120	120	Pedestrian Sallyport
15.003	Deputy Station/Fingerprint & ID	0		1	150	150	
15.004	Drug Testing Holding/Waiting	0		1	100	100	
15.005	Drug Testing Toilet	0		1	50	50	
15.006	Staff Toilet	0		1	45	45	
15.007	Inmate Toilet	0		1	45	45	
Subtotal		0				1,310	
			Departmental Grossing		40%	524	
Total (DGSF)						1,834	

Table 15.100 Juvenile Holding

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
15.100 Juvenile Holding							
CAPACITY - 9 (3 FEMALE)							
15.101	Staff Toilet	0		1	45	45	Accessible
15.102	Inmate Toilet	0		1	45	45	Accessible
15.103	Secure Interview Room	0		1	80	80	
15.104	Single Cells	0	1	2	50	100	CAPACITY 2 (one each)
15.105	Medium Group Holding	0	3	1	35	105	CAPACITY 3-6 (3-6 each)
15.106	Large Group Holding	0	6	0	35	0	CAPACITY 0 (6-12 each)
15.107	Isolation Cell	0	1	1	75	75	Camera, no furnishings CAPACITY ONE
Subtotal		0				450	
			Departmental Grossing		40%	180	
Total (DGSF)						630	

Table 15.200 Adult Holding

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
15.200 Adult Holding							
CAPACITY - 16 (2 FEMALE)							
15.201	Staff Toilet	0	1	1	45	45	Accessible
15.202	Inmate Toilet	0	1	1	45	45	Accessible
15.203	Secure Interview Room	0		1	80	80	
15.204	Single Cells	0	1	3	50	150	Single wet cells, total capacity of 3-6
15.205	Medium Group Holding	0	6	1	25	150	Holds 6 to 8 individuals
15.206	Large Group Holding	0	10	0	25	0	Holds 10 to 14 individuals
15.207	Isolation Cell	0	1	2	75	150	dry cell, camera, total capacity of 2
Subtotal		0				620	
			Departmental Grossing		40%	248	
Total (DGSF)						868	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

Parking Needs

The Sheriff's Department will grow to thirty-three personnel. Some of these personnel will be part-time volunteer positions who will not frequently be at the courthouse. However, there should be enough spaces available for staff when there are emergencies or staff meetings that require them to be at the courthouse. Staff vehicles and city cars will both be parked in the secure parking lot. Visitors to this office will park in the public parking lot and will be screened as they enter the building through the public entrance.

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	14	-	7	7	-	<i>Includes two unmarked City Cars</i>
Visitor Vehicles	-	-	-	-	-	
Subtotal	14	-	7	7	-	
Total (Vehicles)					14	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

100.000 Building Shared

Current Location

The Sheriff's Department currently has staff restrooms adjacent to their office. Mechanical and janitorial space is shared with the other tenants of City Hall.

Future Growth and Adjacencies

The building shared spaces include a mechanical room, loading dock and adjacent staging area, janitorial closets and storage, general building storage, forms/equipment storage, and staff restrooms. The exact size of the mechanical room and number of janitorial closets will be determined in the design process. Placeholder numbers have been included in the program to estimate the amount of space needed for these areas.

Table 100.000 Building Shared

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
100.000 Building Shared							
100.001	Mechanical Room	0		1	600	600	PLACEHOLDER - SIZE IN DESIGN
100.002	Loading Dock	0		1	600	600	Panel truck deliveries
100.003	Staging area	0		1	150	150	Inventory computer, sink, eyewash station
100.004	Janitorial Storage	0		1	150	150	Floor sink, drain, fixed shelves, mixing area
100.005	Janitor's Closets	0		6	45	270	Near restrooms- FINAL COUNT IN DESIGN
100.006	Building Storage	0		1	200	200	Caged or locked storage for bulky items
100.007	Forms/equipment	0		1	100	100	
100.008	Staff restrooms	0		2	250	500	Male, Female
Subtotal		0				2,570	
		Departmental Grossing			35%	900	
Total (DGSF)						3,470	

Parking Needs

There are no specific parking needs for this area.

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 5 – Space Program – Courthouse

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Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 6 – Space Program – Community Center

A. Recreation Administration/ Community Center

Overview

The Falls Church Community Center serves as the headquarters for the Recreation and Parks Department and is both the only recreation center in Falls Church and the most frequently used publicly owned building in the City. The 40-year-old facility is closed only 7-1/2 days out of the year and is open until midnight on weekends. The Senior Center and Teen Center are also located at the Community Center. Programs are available to all age groups and are available to people outside of Falls Church as well. Various rooms within the Community Center are rented out for meetings and other special functions. There are approximately 100 to 1,000 visitors per day to the Community Center depending on what programs are taking place that day.

Current Location

The Community Center includes office space for ten staff, one gymnasium, a warming center for food, and a variety of meeting/activity rooms which are used as the Teen Center, the Senior Center, an art room, a dance studio, community meeting room, and preschool. There are also two outdoor tennis courts and one outdoor basketball court. The storage space that exists within the Community Center is filled to the maximum, which results in overflow storage being placed in hallways.

The parking lot for the Community Center is shared with City Hall, which often results in insufficient parking and traffic congestion problems, especially during special events and programs, and daily during child pick-up from the daycare center. There are several spaces reserved for the Senior Center and there is some street parking available nearby. The park setting and current location of the Community Center is ideal; however, there is little room for expansion of the facility or parking.

The current on-site staff include: a Director, Deputy Director, Senior Program Supervisor, two Program Supervisors, a Teen Recreation Specialist, a Senior Recreation Specialist, Senior Administrative Assistant, Administrative Assistant, a part-time Recreation Leader, a part-time Cherry Hill Senior Recreation Specialist Coordinator, and a maintenance crew of six. There are also numerous other seasonal and part-time positions that do not require their own workspace.

The Recreation and Parks Department has partnered with the Falls Church City Public Schools in order to share facilities and resources. The gymnasiums, classrooms, and fields are used for programs, camps, and classes that are run by the Recreation and Parks Department.

Future Growth and Adjacencies

If the Community Center does not expand its facility in the future, the availability and variety of programs cannot increase and the facility will not meet the recreational needs of the community. To meet the current and future recreational demand, plans are in development to expand the Center to include a natatorium, a fitness center, and additional storage space.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 6 – Space Program – Community Center

Any changes to the current facility may have to be approved by multiple councils due to the fact that the facility is located in Cherry Hill Park. The parking would also have to be reconfigured to adjust for the current shortfall and allow for the additional parking need that would be created if the facility were to expand.

The space tables on the following pages show the approximate current space occupied by the existing resources, plus the projected additional expansions. Expansion spaces are indicated by ***BOLD ITALIC TYPE***. According to these estimates, the Community Center will expand from its existing 24,303 SF to a total of approximately 70,566 BGSF (including outdoor patio and indoor pool areas).

Summary of Space Needs

SUMMARY OF SPACE NEEDS - CITY OF FALLS CHURCH CITY HALL *					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF
1.000	Lobby	0	2,939	588	3,527
2.000	Administrative Offices	20	3,000	1,050	4,050
3.000	Group Meeting Rooms	0	5,810	1,162	6,972
4.000	Food Service	0	900	315	1,215
5.000	Preschool and Daycare	0	1,270	445	1,715
6.000	Gymnasium and Fitness Rooms	0	10,388	2,078	12,466
7.000	Dance Studio	0	3,240	648	3,888
8.000	Locker/Shower Rooms	0	1,760	616	2,376
9.000	Natatorium	0	10,360	2,072	12,432
10.000	Building Shared	0	2,690	942	3,632
TOTALS		20	42,357	9,914	52,271
Building Grossing (35%)					35%
BUILDING GROSS SQUARE FEET					70,566

Beyond adding the expanded recreational facilities demanded by citizens of Falls Church, renovations will also permit some improvements to the existing facilities, which include no soundproofing between the dance studio ceiling and the rooms upstairs, and outdoor storage that is connected to the building for storing materials that are used both inside and outside the building.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 6 – Space Program – Community Center

Parking needs for the expanded facility are difficult to estimate. Totals shown below indicate the minimum expected demands at average usage times; peak times will require additional parking.

Summary of Parking Needs

PARKING NEEDS	Special Vehicles	Staff Cars	City Cars	Visitor Cars
1.000 Lobby	-	-	-	-
2.000 Administrative Offices	-	20	-	-
3.000 Group Meeting Rooms	-	-	-	50
4.000 Food Service	1	-	-	8
5.000 Preschool and Daycare	-	2	-	30
6.000 Gymnasium and Fitness Rooms	-	-	-	20
7.000 Dance Studio	-	2	-	20
8.000 Locker/Shower Rooms	-	-	-	-
9.000 Natatorium	-	-	-	50
10.000 Building Shared	-	-	-	-
TOTALS	1	24	-	178

Table 1.000 Lobby

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
1.000	Lobby						
1.001	Entrance Vestibule/Stairs			1	200	200	(first floor)
1.002	First Floor Lobby			1	1,000	1,000	(first floor)
1.003	Elevator Lobby			2	60	120	Elevator and space in front of doors
1.004	Second Floor Lobby			1	500	500	(second floor)
1.005	Public Restrooms			2	200	400	(second floor)
1.006	Social Hall			1	650	650	(second floor)
1.007	Vending			4	6	24	Four machines, drinks & snacks
1.008	Janitor's Closet			1	45	45	Adjacent to 1.003
Subtotal		0				2,939	
		Departmental Grossing			20%	588	
Total (DGSF)						3,527	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 6 – Space Program – Community Center

Table 2.000 Administrative Offices

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
2.000	Administrative Offices						
2.001	Reception	0	1	1	120	120	Reception desk, ID check, computer
2.002	Administrative Assistants	2	1	2	65	130	Workstations
2.003	Senior Program Supervisor	1	1	1	120	120	Private Office
2.004	Program Supervisor	2	1	2	120	240	Private Office
2.005	Senior Recreational Specialists	2	1	2	120	240	Private Office
2.006	Recreational Leader	1	1	1	120	120	Private Office
2.007	Cherry Hill. Sen. Rec. Spec.	1	1	1	120	120	Private Office
2.008	Maintenance Crew Office	5	-	1	150	150	Private Office, plus some storage
2.009	Deputy Director	1	1	1	120	120	Private Office
2.010	Director	1	1	1	140	140	Private Office
2.014	Staff Work/Copy Area	0	-	1	120	120	Photocopy, fax, work table, supply storage
2.016	Equipment Room	0	-	1	110	110	Independent cooling, vertically stacked
2.017	Supply Closet	0	-	1	45	45	Adjacent to 2.006
2.011	Pool Staff	2	1	2	120	240	Private Office
2.012	Fitness Center Staff	2	1	2	120	240	Private Office
2.013	Staff Conference Room	0	20	1	15	300	Seating for 20
2.015	File Storage Area	0	-	1	150	150	Lockable; can be combined with 2.006
2.018	Beverage Station	0	-	1	10	10	Can be along a corridor
2.019	Staff Break Area	0	-	1	150	150	Counter, sink, refrigerator, table, chairs
2.020	Staff Restrooms	0	-	2	45	90	
2.021	Janitor's Closet	0	-	1	45	45	Adjacent to 2.012
Subtotal		20				3,000	
		Departmental Grossing			35%	1,050	
Total (DGSF)						4,050	

Table 3.000 Group Meeting Rooms

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
3.000	Group Meeting Rooms						
3.001	Teen Center			1	1,300	1,300	Divisible
3.002	Senior Center			1	1,500	1,500	Divisible
3.003	Art Room			1	832	832	25 people at tables
3.004	Community Room			1	928	928	
3.005	Patio Area			1	2,500	1,250	Exterior; Included @ 50% for costing
Subtotal		0				5,810	
		Departmental Grossing			20%	1,162	
Total (DGSF)						6,972	

Table 4.000 Food Service

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
4.000	Food Service						
4.001	Catering Kitchen			1	300	300	Counters, pan storage, cutlery
4.002	Cold Food Storage			2	50	100	One walk-in refrigerator; one freezer
4.003	Pantry			1	120	120	Bulk food storage on shelves
4.004	Food Prep Area			1	200	200	Counters, pan storage, cutlery
4.005	Serving Line Area			1	180	180	Kitchen side of serving counter
Subtotal		0				900	
		Departmental Grossing			35%	315	
Total (DGSF)						1,215	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 6 – Space Program – Community Center

Table 5.000 Preschool and Daycare

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
5.000	Preschool and Daycare						
5.001	Preschool			1	850	850	
5.002	<i>Infant Room</i>			1	250	250	
5.003	<i>Children's Restrooms</i>			2	45	90	<i>Low toilets, sinks</i>
5.004	<i>Kitchenette</i>			1	80	80	
	Subtotal	0				1,270	
			Departmental Grossing		35%	445	
	Total (DGSF)					1,715	

Table 6.000 Gymnasium and Fitness Rooms

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
6.000	Gymnasium and Fitness Rooms						
6.001	Gymnasium			1	6,664	6,664	98 x 68
6.002	Bleacher seating			1	504	504	Folding bleachers; adds 5' extra space on one side when folded
6.003	Storage Closet			1	120	120	
6.004	Gym Storage			1	400	400	Storage for large equipment
6.005	<i>Fitness Room</i>			1	1,500	1,500	Various weight equipment, mirrors
6.006	<i>Aerobics/Workout Room</i>			1	1,000	1,000	Spring-loaded floor, shelving
6.007	<i>Aerobics Storage Closet</i>			1	200	200	Storage for workout gear
	Subtotal	0				10,388	
			Departmental Grossing		20%	2,078	
	Total (DGSF)					12,466	

Table 7.000 Dance Studio

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
7.000	Dance Studio						
7.001	Dance Studio	0		1	1,600	1,600	Bar, mirrors, sound system
7.002	<i>Second Dance Studio</i>			1	1,500	1,500	
7.003	Storage Closet			1	140	140	Storage closet
	Subtotal	0				3,240	
			Departmental Grossing		20%	648	
	Total (DGSF)					3,888	

Table 8.000 Locker/Shower Rooms

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
8.000	Locker/Shower Rooms						
8.001	<i>Male Locker Room</i>	0		1	400	400	
8.002	<i>Female Locker Room</i>	0		1	400	400	
8.003	<i>Male Shower Room</i>	0		1	150	150	
8.004	<i>Female Shower Room</i>	0		1	150	150	
8.005	Male Toilet Area	0		1	260	260	
8.006	Female Toilet Area	0		1	400	400	
	Subtotal	0				1,760	
			Departmental Grossing		35%	616	
	Total (DGSF)					2,376	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 6 – Space Program – Community Center

Table 9.000 Natatorium

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
9.000	Natatorium						
9.001	<i>Natatorium</i>			1	4,860	4,860	main pool area
9.002	<i>Pool Deck Area</i>			1	2,000	2,000	minimum 5' perimeter around pool
9.003	<i>Toddler Pool</i>			1	250	250	
9.004	<i>Diving Pool</i>			1	1,000	1,000	Can be connected to 9.005
9.005	<i>Chemical Storage</i>			1	250	250	
9.006	<i>Equipment Storage</i>			1	1,000	1,000	
9.007	<i>Pool Staff Office Areas</i>			1	1,000	1,000	Shared office area for lifeguards and staff
Subtotal		0				10,360	
		Departmental Grossing			20%	2,072	
Total (DGSF)						12,432	

Table 10.000 Building Shared

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
10.000	Building Shared						
10.001	Server Room			1	600	600	Independently cooled
10.002	Mechanical Room			1	800	800	PLACEHOLDER - SIZE IN DESIGN
10.003	Janitorial Storage			1	200	200	Floor sink, drain, fixed shelves, mixing area
10.004	Janitor's Closets			2	45	90	FINAL COUNT IN DESIGN
10.005	Building Storage			1	500	500	Caged or locked storage for bulky items
10.006	Dumpster/Recycling Area			2	150	300	Two dumpsters, exterior space
10.007	Shed/Outdoor Storage			1	400	200	Incl. at 50% for costing; adj. to mtg. rms.
Subtotal		0				2,690	
		Departmental Grossing			35%	942	
Total (DGSF)						3,632	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 6 – Space Program – Community Center

B. Gage House

Overview

The Gage House is used during the school year by the Falls Church school system as a site for alternative education. The students are in high school and there are typically six to twelve students who are in the program at a time. The students and teachers use the Gage House in the morning and early afternoon. In the summer months, the Community Center uses the Gage House for some of its programs as well.

Current Location

The Gage House is located within Cherry Hill Park and is near the Community Center and City Hall. The house is two stories and is approximately 1,000 square feet. Due to the age of the house, there are a lot of maintenance issues and it is not ADA accessible.

Future Growth and Adjacencies

The square feet available within the Gage House for the existing users is sufficient but the space could be reconfigured to make it more useful. The house is not currently ADA accessible which can be addressed in some ways. However, the Gage House may not ever be completely accessible due to the layout of the building.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 6 – Space Program – Community Center

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Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

A. Mary Riley Styles Public Library

Overview

The Mary Riles Styles Public Library was built at 120 North Virginia Avenue in 1957 on land donated by the Styles family. The children's and technical processing wing was added in 1968. The lower level of the building was opened to the public in 1980 and the entire library was renovated in 1993. The library is open 7 days a week for a total of 68 hours per week. There are approximately 1,000 to 1,300 visitors per day. When there are children's programs, there could be as many as 150 people in the children's area at one time. The collection size is 150,709 which includes approximately 16,000 virtual e-books. There are over 25,000 registered borrowers with a majority of those borrowers being from outside of Falls Church. Almost 3,000 new borrowers have registered this past fiscal year (as of June 30, 2007).

Circulation is around 350,000 and has broken records three years in a row. Over 16,000 new items were cataloged last year while 7,770 books and 622 audio-visual items were deleted. The library subscribes to approximately 200 magazines and has over 5,000 DVDs, over 2,000 audio-discs, over 3,000 compact discs, over 2,000 audio cassettes, and over 1,000 videos. All juvenile audio-visual materials are located within the juvenile collection area. The young adult and adult audio visual materials are also kept within their respective areas. Audio cassettes and videos are decreasing in number and being replaced by compact discs and DVDs. The library also has over 1,600 downloadable virtual electronic audio books. Growth of compact discs is limited due to space while DVDs have some room for growth. E-audio books do not require space but are limited by funding. Last year alone the library added over 1,000 DVDs, over 300 compact discs, over 20 audio cassettes, 100 videos, over 1,500 e-audio books, and over 30 computer games.

Over 550 programs are offered at the library during the year with attendance numbers over 60,000. There are weekly story hours and book discussion groups that meet at the library. Eighteen public workstations are available for internet access and for use of Microsoft programs. Seven public online catalog stations are available in addition to two CD-ROM stations, two database terminals, two game PC's in Youth Services, and one Pharos Queue station downstairs. The entire library is a wi-fi hotspot, and patrons are allowed to use this service free of charge. The library also has four seat wet study carrels upstairs and four seat downstairs. There is one public copier, two public printers, and three microform reader printers.

Current Location

The library is housed in a 17,000 square foot building with one floor above grade and a basement. The land for the library was given by the Styles family for the exclusive purpose of building a library for the City of Falls Church. There are no meeting rooms for the public to use, but there is a small conference room that is used for Library Board meetings and as a multipurpose room. Parking is an issue at the current facility because there are only a few designated spaces for the library and limited street parking. The library staff has no dedicated parking area so they park in the adjacent residential neighborhoods. The lack of parking has kept patrons away from the library.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

There are currently twenty-one full-time equivalent positions working at the library. The staff is comprised of approximately forty-five people. Eleven are substitutes who fill in for absent regular staff members, twenty-four are regular part-time employees (eleven full-time equivalent positions), and ten are full-time employees. Due to inadequate space, the library staff has not been able to grow in seven years.

Future Growth and Adjacencies

Over the next 10 to 20 years, it is anticipated that the library could continue to add 13,000 volumes if space permitted growth. At the same time, the population of Falls Church is expected to increase which would increase library usage. The addition of volumes and users has a ripple effect on the library. Additional shelving is needed for both current and future volumes. The demand on reading rooms, computer stations, and library programs will increase. Additional study carrels, computers, and space for public meetings and programs should be included in the library in the future.

Ideally, the library would be a one-story building and have a sufficient amount of parking that is adjacent to the building. The library would consider relocating since the current site has been maximized. If the library were to relocate, the land it is currently located on may be reclaimed by the Styles family. The library would consider being located in a mixed-use development as long as the site was easily accessible and provided sufficient parking.

The program on the following pages summarizes the estimated space needs for a replacement library. Space totals are summarized in Rentable Square Feet (RSF) to account for the possibility that the library may lease space in an existing facility. Building grossing is added at 25% to give a building total (Building Gross Square Feet or BGSF) that would be required if a new stand-alone library were to be constructed. According to this estimate, approximately 41,000 RSF would be required for a new library in leased space, and approximately 51,000 BGSF would be required for a new stand-alone library.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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Section 7 - Space Program - Library

Summary of Space Needs

SUMMARY OF SPACE NEEDS - CITY OF FALLS CHURCH LIBRARY					
No.	Space Name	No. of Staff	NSF	Dept Grossing	DGSF / RSF
1.000	Building Entrance	0	1,265	190	1,455
2.000	Meeting and Conference Areas	0	1,730	260	1,990
3.000	Circulation and Staff Areas	15	4,588	688	5,276
4.000	Technical Services	5	1,050	158	1,208
5.000	Children's Services	6	7,157	1,074	8,231
6.000	Teens	0	1,077	162	1,239
7.000	Audio-Visual	0	520	78	598
8.000	Adult Services	8	13,758	2,064	15,822
9.000	Local History	0	1,584	238	1,822
10.000	Periodicals	0	1,619	243	1,861
11.000	Building Support	0	1,240	186	1,426
TOTALS		34	35,588	5,338	40,926
Building Grossing (if stand-alone)					25%
BUILDING GROSS SQUARE FEET (if stand-alone)					51,157

There are thirty four parking spaces available for staff and one hundred thirty one for visitors. The visitor parking spaces were calculated by taking 80% of the DGSF/RSF and allowing one parking space per 250 square feet.

Parking Needs

PARKING NEEDS	Special Vehicles	Staff Cars	City Cars	Visitor Cars
1.000 Building Entrance	-	-	-	131
2.000 Meeting and Conference Areas	-	-	-	-
3.000 Circulation and Staff Areas	-	15	-	-
4.000 Technical Services	-	5	-	-
5.000 Children's Services	-	6	-	-
6.000 Teens	-	-	-	-
7.000 Audio-Visual	-	-	-	-
8.000 Adult Services	-	8	-	-
9.000 Local History	-	-	-	-
10.000 Periodicals	-	-	-	-
11.000 Building Support	-	-	-	-
TOTALS	-	34	-	131



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 7 - Space Program - Library

Table 1.000 Building Entrance

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
1.000	Building Entrance						
1.001	Lobby			1	200	200	Seating for four in lobby area
1.002	Public Restrooms			2	225	450	SIZE PER CODE FOR FINAL DESIGN
1.003				1	200	200	with café style seating
1.004	Friend's Book Sale Area			1	250	250	
1.005	Janitor's Storage			1	120	120	floor sink, mixing area, counter, ventilation
1.006	Janitor's Closet			1	45	45	Also adjacent to kitchenette (2.002)
	Subtotal	0				1,265	
			Departmental Grossing		15%	190	
	Total (DGSF)					1,455	

Parking Needs

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	131	-	-	-	131	
Subtotal	131	-	-	-	131	
Total (Vehicles)					131	

Table 2.000 Meeting and Conference Areas

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
2.000	Meeting and Conference Areas						
2.001	Large Meeting Room		150	1	10	1,500	Capacity 150
2.002	Kitchenette		-	1	80	80	
2.003	Closet		-	1	150	150	High density stacking chairs
	Subtotal	0				1,730	
			Departmental Grossing		15%	260	
	Total (DGSF)					1,990	

Parking Needs

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1

Section 7 - Space Program - Library

Table 3.000 Circulation and Staff Areas

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
3.000 Circulation and Staff Areas							
3.001	Circulation Services Supervisor	1	1	1	250	250	Private Office, table and chairs
3.002	File Storage		-	1	100	100	Lockable, near Circulation Services Sup.
3.003	Circulation Workstations	2	1	2	64	128	Workstations
3.004	Shared Circ. Work Area	6	6	1	64	384	Shared work area with tables, fut. inc. of 2
3.005	Volunteer/Page Area	6	6	1	150	900	Shared area combined with 3.003
3.006	Circulation Desk		1	3	60	180	One accessible
3.007	Circulation Storage Closet		-	1	80	80	
3.008	Self Check Out Area		-	3	60	180	
3.009	Holds Desk		-	3	12	36	
3.010	Copier Area		-	1	80	80	
3.011	Material Security		-	1	50	50	
3.012	Traffic Dispersal Area		-	1	80	80	
3.013	Staff Workstations		1	5	70	350	
3.014	Check-In Stations		1	1	70	70	
3.015	Work Table		-	1	80	80	
3.016	Compact Shelving		-	1	200	200	
3.017	Inside Book Return		-	1	80	80	
3.018	Book Sorting/RFID Sorting		-	1	600	600	Must be adjacent to both 3.018 and 3.017
3.019	Walk-Up Return Slot			1	50	50	Adjacent to 3.018
3.020	Drive-Up Return/Pick Up Window		-	1	80	80	Adjacent to 3.017
3.021	Work Counter		-	2	100	200	One with sink
3.022	Workroom/Copier/Fax		-	1	200	200	Can be shared with reference, if adjacent
3.023	Lockers		-	1	150	150	Shared by all staff
3.024	Reference Staff Storage Closet			1	80	80	
Subtotal		15				4,588	
		Departmental Grossing			15%	688	
Total (DGSF)						5,276	

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	15	-	15	-	
Visitor Vehicles	-	-	-	-	
Subtotal	15	-	15	-	
Total (Vehicles)				15	

Table 4.000 Technical Services

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
4.000 Technical Services							
4.001	Technical Services Room	4	1	4	100	400	Shared room
4.002	Technical Services Office	1	1	1	150	150	Private Office
4.003	New Material Sorting Shelves			15	10	150	
4.004	Staff Work/Binding Room		-	1	150	150	Can be combined with 4.001
4.005	Server Room		-	1	200	200	Independently cooled
Subtotal		5				1,050	
		Departmental Grossing			15%	158	
Total (DGSF)						1,208	

Section 7 – Space Program - Library



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	5	-	5	-	
Visitor Vehicles	-	-	-	-	
Subtotal	5	-	5	-	
Total (Vehicles)				5	

Table 5.000 Children's Services

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF				
5.000 Children's Services										
Staff Area							Comments			
5.001	Children's Librarian	1	1	1	120	120	Private Office			
5.002	Staff Work Area	5	5	1	60	300	Shared room, future increase of 2 staff			
Collection Area							Vols/Section	Total Vols	% in Circ.	Collect. Cap.
5.003	Information Desk		1	2	90	180				
5.004	Self Check-Out		-	1	50	50				
5.005	Displays			1	50	50				
5.006	New Books			4	12.5	50	80	320	30%	416
5.007	Picture Books (double-faced bins)		-	60	15	900	190	7,980	24%	9,895
5.008	Easy Readers		-	8	13	104	190	1,520	27%	1,930
5.009	Periodicals		-	2	13	26	12	24	0%	24
5.010	Fiction		-	70	12	840	180	12,600	11%	13,986
5.011	Non-Fiction		-	80	12	960	180	14,400	12%	16,128
5.012	Reference		-	6	12	72	54	324	0%	324
5.013	Audio-Visual		-	20	13	260	200	4,000	55%	6,200
5.014	Kits		-	4	13	52	200	800	55%	1,240
5.015	Paperbacks		-	14	12	168	180	2,520	20%	3,125
5.016	Biographies		-	5	12	60	180	900	15%	1,035
Seating							Seating Capacity		Computers	
5.017	Tables for four		-	8	120	960	32			
5.018	Lounge Seating		-	10	40	400	10			
5.019	Computers/Printers		-	14	35	490			14	
5.020	Play Area		-	1	80	80				
Other							Seating Capacity		Computers	
5.021	Story/Craft Room		-	50	15	750	50			
5.022	Storage Closet		-	1	80	80				
5.023	Family Restrooms			2	80	160				
5.024	Janitor's Closet		-	1	45	45				
Subtotal		6				7,157				
					Departmental Grossing	15%	1,074			
Total (DGSF)						8,231				

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	6	6	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	6	6	-	-	
Total (Vehicles)				6	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

Table 6.000 Teens

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF				
6.000 Teens										
Collection Area							Vols/Section	Total Vols	% in Circ.	Collect. Cap.
6.001	Fiction		-	10	12.5	125	130	1,300	10%	1,430
6.002	Non-Fiction		-	1	3	3	130	390	10%	429
6.003	Paperbacks		-	10	13	130	130	1,170	15%	1,346
6.004	Graphic Novels			1	10	10	130	1,300	15%	1,495
6.005	Audio-Visual		-	2	13	26	400	400	20%	480
6.006	Periodicals		-	1	13	13	12	12	0%	12
Seating							Seating Capacity		Computers	
6.007	Tables for four		-	2	125	250	8			
6.008	Computers/Printers		-	8	35	280			8	
6.009	Lounge Seating		-	6	40	240	6			
Subtotal		0				1,077				
					Departmental Grossing		15%	162		
Total (DGSF)						1,239				

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-

Table 7.000 Audio-Visual

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF				
7.000	Audio-Visual Collection Area						Vols/Section	Total Vols	% in Circ.	Collect. Cap.
7.001	CDs/DVDs	0	-	40	13	520	400	16,000	0	22,400
	Subtotal	0				520				
		Departmental Grossing			15%	78				
	Total (DGSF)					598				

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

Table 8.000 Adult Services

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF				
8.000 Adult Services										
Staff Areas							Comments			
8.001	Reference Staff	1	1	1	120	120	Private Office			
8.002	Staff Workstations	7	1	7	60	420	Workstations			
8.003	Reference Staff Storage Closet			1	80	80				
8.004	Coffee Station		-	1	60	60	Counter, bar sink, cabinets, mini-fridge			
Collection Area							Vols/Section	Total Vols	% in Circ.	Collect. Cap.
8.005	Information Desk		1	4	90	360				
8.006	Atlas Stand		-	2	50	100				
8.007	Display Area			3	50	150				
8.008	New Books			16	12.5	200				
8.009	Fiction		-	180	12.5	2,250	175	42,000	13%	47,460
8.010	Mystery		-	16	12.5	200	175	5,600	15%	6,440
8.011	Short Story		-	10	12.5	125	175	3,500	4%	3,640
8.012	Science Fiction		-	10	12.5	125	175	3,500	7%	3,745
8.013	Large Print		-	20	12.5	250	175	7,000	10%	7,700
8.014	Paperbacks		-	20	12.5	250	175	7,000	17%	8,190
8.015	Non-Fiction		-	260	12	3,120	175	77,000	10%	84,700
8.016	Reference		-	20	12	240	54	2,160	0%	2,160
8.017	Biographies		-	20	12	240	175	7,000	7%	7,490
8.018	Oversized		-	4	12	48	150	1,200	5%	1,260
8.019	Foreign Language			10	12.5	125	175	1,750	10%	1,838
8.020	Literacy			6	12.5	75	175	1,050	10%	1,103
Seating							Seating Capacity		Computers	
8.019	Computers/Printers			32	35	1,120			32	
8.020	Tables for two		-	14	100	1,400	28			
8.021	Lounge Seating		-	12	40	480	12			
8.022	Benches		-	6	50	300	6			
8.023	Quiet Study Tables		-	4	50	200	4			
8.024	Quiet Study Lounge		-	6	40	240	6			
8.025	Conference Room			1	250	250	12			
8.026	Group Study (4-person rooms)		-	3	80	240	12			
8.027	Group Study (6-person rooms)			3	120	360	18			
8.028	Computer Lab		-	18	35	630			18	
Subtotal		8				13,758				
Departmental Grossing					15%	2,064				
Total (DGSF)						15,822				

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	8	-	8	-	
Visitor Vehicles	-	-	-	-	
Subtotal	8	-	8	-	
Total (Vehicles)				8	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

Table 9.000 Local History

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF				
9.000 Local History										
	Collection Area						Vols/Section	Total Vols	% in Circ.	Collect. Cap.
9.001	Information Desk		1	1	200	200				
9.002	4-drawer Files		-	16	16	256				
9.003	15 Drawer Map Cases		-	4	26	104				
9.004	2-drawer lateral files		-	4	16	64				
9.005	Shelving		-	60	4	240	175	10,500	0%	10,500
	Seating						Seating Capacity		Computers	
9.006	Public Computer Workstation		-	4	40	160	4		4	
9.007	Microfilm Reader/Printer		-	2	50	100	2			
9.008	Equipment Table (scanners)		-	2	80	160				
9.009	Tables for two		-	3	100	300	6			
Subtotal		0				1,584				
		Departmental Grossing			15%	238				
Total (DGSF)						1,822				

Parking Needs

Parking Needs	Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	
Visitor Vehicles	-	-	-	-	
Subtotal	-	-	-	-	
Total (Vehicles)					-

Table 10.000 Periodicals

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF				
10.000 Periodicals										
Collection Area							Vols/Section	Total Vols	% in Circ.	Collect. Cap.
10.001	Magazines		-	25	12.5	313	12	300	0%	300
10.002	Newspapaers		-	2	13	26	8	16	0%	16
10.003	Back Issues			40	12	480				
Seating							Seating Capacity		Computers	
10.003	Tables for two		-	4	100	400	8			
10.004	Lounge Seating		-	10	40	400	10			
Subtotal		0				1,619				
		Departmental Grossing			15%	243				
Total (DGSF)						1,861				



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 7 - Space Program - Library

Parking Needs

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	

Table 11.000 Building Support

No.	Space Name	No. of Staff	Users per Space	No. of Spaces	Standard (NSF)	Total SF	Comments
11.000	Building Support						
11.001	Staff Break Room			1	340	340	Lounge seating for 4, 3 tables, full kitchen
11.002	Storage Room			1	150	150	Building storage of small items
11.003	Building Storage			1	200	200	Building storage of bulky items
11.004	Loading Dock/Delivery Area		-	1	80	80	Staging inside the building
11.005	Automation Supervisor		1	1	150	150	Private Office
11.006	IT Server/Telecom Closet		-	1	80	80	Equipment only
11.007	Staff Restrooms		-	2	80	160	Unisex
11.008	Janitor Storage		-	1	80	80	Floor sink, storage shelves, sink/counter
	Subtotal	0				1,240	
			Departmental Grossing		15%	186	
	Total (DGSF)					1,426	

Parking Needs

Parking Needs		Special Vehicles	Staff Cars	City Cars	Visitor Cars	Comments
Staff Vehicles	-	-	-	-	-	
Visitor Vehicles	-	-	-	-	-	
Subtotal	-	-	-	-	-	
Total (Vehicles)					-	



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 8 – Shortfall Analysis

A. Shortfall Analysis

In simple terms, a shortfall is the difference between the space currently available and the space needed. In the case of the tenants of the Falls Church City Hall, this shortfall can be divided into time phases to give greater meaning to the phasing of the project. The current shortfall is the difference between the space currently available and the estimated space needs right now. The future shortfall is the difference between the space needs right now and the space needs in twenty years.

To calculate the current shortfall, the space currently occupied by each tenant was measured from facility plans, and was estimated in departmental gross square feet (DGSF). This estimated current space occupied is included in the column labeled “2008 Space” in the shortfall table on the following page. 2008 staff is also included to permit a full comparison of current and future space needs.

Based on interviews, tours, and operational best practices, the current space needs were programmed for the 2008 staff. These current space needs included workspaces, local storage, shared staff photocopy and/or work areas, and departmental circulation, and were totaled in DGSF. These estimated 2008 space needs are shown in the column labeled “Estimated 2008 Space Needs (DGSF).”

The difference between these two numbers is the estimated current space shortfall. This shortfall was calculated to the greatest degree possible by agency. In many cases within the existing City Hall, however, spaces are currently shared and used by multiple groups. This space sharing made it difficult to complete a clean shortfall analysis by functional component. The totals are shown in two columns – the first column estimates, as closely as was possible, the shortfall by functional component. The second column shows the shortfall aggregated into suites, or user groups, as recommended by the users for maximum operational efficiency. (This aggregated shortfall was helpful in estimating the future shortfall, where user groups were aggregated in the same manner).

The total current shortfall, according to this analysis, includes the following:

1. General Government – 17,340 DGSF
2. Courts and Sheriff – 9,524 DGSF
3. Police Department – 14,078 DGSF
4. Facility Shared Components – 6,848 DGSF

To complete the space needs for newly constructed space, a building grossing factor must be added to each of these numbers. For leased space, the DGSF, or RSF numbers can be used.



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 8 – Shortfall Analysis

Table 8.000 Current and Future Space Shortfall

Table 1

Table 2

Table 3

	Current Space Needs					Future Estimated Needs			Total Shortfall
	2008 Staff	2008 Space	Estimated 2008 Space Needs (DGSF)	2008 Shortfall (Surplus)	2008 Shortfall (Surplus) Aggregated	2028 Staff	2028 Space (DGSF)	2008 to 2028 Shortfall (Surplus)	
Staff Components									
General Government									
2.000 City Manager (includes shared suite areas)	4	1,306	2,855	1,549	2,336	7	5,218	108	2,444
2.000 Economic Development	3	677	756	79		4			
2.000 Communications	3	443	702	259		5			
2.000 City Clerk	2	348	797	449	1,448	3	1,944	-	1,448
3.000 City Attorney	3	496	1,944	1,448		5			
4.000 City Council/Administrative Meeting Suite ¹	-	-	756	756	756	-	756	-	756
5.000 Administrative Services ¹ (includes shared suite areas)	8	1,191	3,996	2,805	3,903	15	8,316	667	4,570
5.000 Real Estate	3	310	865	555		5			
5.000 Human Resources ²	4	795	1,465	670		7			
5.000 Information Technology ^{2,3}	1	1,450	1,323 (127)	1,060	1,060	6	1,505	0.25	1,060
6.000 Registrar of Voters	2	445	1,505			1,060			
7.000 Commissioner of Revenue / DMV Select	7	863	2,768	1,905	3,493	12	5,929	222	3,715
7.000 Treasurer	4	439	1,303	864		6			
7.000 Water & Sewer Customer Service ⁴	13	912	1,636	724	1,004	15	2,673	-	1,004
8.000 Housing and Human Services Administration	9	1,669	2,673	1,004		9			
9.000 Development Services / Zoning	11	2,083	3,557	1,474	3,340	12	9,626	1,730	5,070
9.000 Environmental Services / Building Inspector	24	2,473	4,339	1,866		26			
Subtotals ⁶	101	15,900	33,240	17,340	17,340	140	35,967	2,727	20,067
JDR Courts									
11.000 Clerk of the Court	4	953	2,135	1,182	9,524	5	2,619	484	1,666
12.000 Court Services Unit	5	Off-Site	1,586	n/a		6	1,607	21	21
13.000 Court Set ¹	-	2,039	4,462	2,423		-	4,462	-	2,423
14.000 Sheriff's Department Staff Areas (full time staff only)	9	811	2,933	2,122	3,797	12	5,216	2,283	4,405
15.100 Inmate Processing ⁵	-	634	4,431	3,797		-	2,933	-	3,797
15.200 Juvenile Holding ⁵	-					-	630		
15.300 Adult Holding ⁵	-					-	868		
Subtotals	18	4,437	15,547		9,524	9,524	23	18,335	2,788
Police Department									
16.000 Community / EOC	-	7,571	2,714	n/a	14,078	-	2,714	-	14,413
17.000 Victim/Witness/Interview Area	-		932	n/a		-	932	-	
18.000 Administration	4		2,194	n/a		4	2,194	-	
19.000 Operations Division	11		2,209	n/a		13	2,209	-	
20.000 Training/Roll Call	-		1,150	n/a		-	1,150	-	
21.000 Report Writing	N/A		613	n/a		-	613	-	
22.000 Locker / Fitness	-		3,125	n/a		-	3,125	-	
23.000 Services Division	18		2,800	n/a		25	3,135	335	
24.000 Special Operations	2		405	n/a		2	405	-	
25.000 Evidence Processing	-		459	n/a		-	459	-	
26.000 Evidence Storage	-		378	n/a		-	378	-	
27.000 Equipment Room / Armory	-		1,430	n/a		-	1,430	-	
28.000 Vehicle Prep Bay and Officer Entrance	-	3,240	n/a	-	3,240	-			
Subtotals ⁶	35	7,571	21,649	14,078	14,078	44	21,982	335	14,413
Facility Shared Components									
1.000 Building Entrance ⁷	-	994	3,278	2,284	6,848	-	3,278	-	2,284
1.000b Secure Lobby / Reception	-	n/a	2,144	2,144		-	2,630	-	2,144
1.000 Training/Multipurpose Room	-	n/a	1,045	1,045		-	1,045	-	1,045
29.000 Mail Room	-	477	150 (327)	191		-	150	-	(327)
29.000 Print Shop	-	209	400			-	400	-	191
29.000 Mechanical and Building Support ⁸	-	2,729	2,740	11		-	2,740	-	11
29.000 Loading Dock/Building Storage	-	n/a	1,500	1,500	-	1,500	-	1,500	
Subtotals	5,854	0	5,403	11,257	6,848	0	11,743	0	6,848
TOTALS	154	33,176	81,693	47,790	47,790	207	88,026	5,849	53,639
				89%				11%	

¹ Serves a dual purpose as both courtroom and City Council Chambers.

² Includes an addition of staff currently located at School Administration as part of government consolidation plan.

³ Includes existing IT room plus approximately 800 SF of leased space located off-site for contracted staff.

⁴ Numbering indicates functional adjacency, but does not imply an organizational hierarchy.

⁵ Shared with Police Department in current and all future scenarios.

⁶ 2008 total taken from existing drawings. (G3 Level 3,475; G-2 Level 4,096). Does not include spaces shared with the Sheriff's Department.

⁷ There are currently three building entrances shared by all functions. Future needs are based on this entrance serving General Government functions only.

⁸ Includes a number of shared spaces including maintenance shop, janitor's closets, mechanical equipment, and wiring rooms.

Section 8 – Shortfall Analysis



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 8 – Shortfall Analysis

The series of columns labeled “Future Estimated Needs” includes similar columns with 2028 staff, space, and shortfall. According to this analysis, the future shortfall between 2008 and 2028 is as follows:

1. General Government – 2,727 DGSF
2. Courts and Sheriff – 2,788 DGSF
3. Police Department – 335 DGSF
4. Facility Shared Components – 0 DGSF

Please note - Future needs were estimated based on the assumption that all staff are at one location, sharing one lobby and building shared spaces, in order to ensure a comparison of space needs for components in similar configuration to the present situation. The future shortfall is slightly greater than this estimate if one of the options is chosen in which separate facilities are developed. Also note that this shortfall assumes that all the necessary facility shared spaces are needed immediately, and if provided in the short-term, will not be needed in the long term.

Also interesting to note is that the current shortfall constitutes 89% of the total space needs, while the future space needs constitute 11% of the total space needs.

Total long-term space needs

1. General Government – 20,067 DGSF
2. Courts and Sheriff – 12,312 DGSF
3. Police Department – 14,413 DGSF
4. Facility Shared Components – 6,848 DGSF



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

Report 1 Section 8 – Shortfall Analysis



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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A. Hazardous Materials Assessment at Property Yard



FROEHLING & ROBERTSON, INC.

GEOTECHNICAL • ENVIRONMENTAL • MATERIALS
ENGINEERS

"OVER 125 YEARS OF SERVICE"

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March 12, 2008

Margaret S. (Meg) Bower
PSA-Dewberry Inc.
3120 Lord Baltimore Drive, Suite 211
Baltimore, MD 21244-2662

Subject: Hazardous Materials Inspection and Report
Maintenance and Property Yards
Gordon Road
Falls Church, Virginia 22046-3332

Dear Meg Bower;

Froehling & Robertson, Inc. (F&R) was contracted by PSA-Dewberry to complete a hazardous materials survey at the Falls Church maintenance yards located on Gordon Road Falls Church, Virginia as part of a feasibility study to determine space and building requirements. The purpose of the hazardous materials survey was to establish the presence or absence of hazardous materials in the maintenance yards and if present, how the hazardous materials would affect any changes to the maintenance yard's current use.

The maintenance yards consist of three parcels of property. The property addresses are 7100 Gordon Road, 7101 Gordon Road and 217 Gordon Road. Respectively these parcels are known as the Maintenance Building, the Old Property Yard, and the former Dale Lumber Yard. Based on the maps researched, these properties have been developed from at least 1956. The property at 7100 Gordon Road is operated by the City of Falls Church as the main maintenance facility for vehicles and street operations. The property at 7101 Gordon Road is used as a storage facility. The property at 217 Gordon Road is used as a warehouse for the City of Falls Church water and street divisions and as a storage facility for miscellaneous materials. The upper floor of the building at 217 Gordon Road is also used as a homeless shelter.

Executive Summary

F&R completed the field portion of the hazardous materials survey at the three properties in December 2007 and January 2008. The scope of work included

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inspection and sampling for asbestos and lead based paint identification of other regulated materials that could affect renovation or demolition activities at the maintenance and property yard. The inspection was completed by Jay Fowles and Alan Lederman of F&R. As the builds were occupied and in accordance with the project scope of work, the survey was limited to utilizing non-destructive sampling techniques. Enclosed columns and piping/ventilation chases within the enclosures or behind walls were not surveyed or assessed.

To prepare the abatement cost estimates, an assumption was made that all hazardous materials and ACM/ACBM noted during this survey would be removed during the renovation activities. Additionally, the cost estimate assumes that the building will not be occupied during abatement activities.

Survey Findings

F&R surveyed all three properties to identify asbestos containing materials (ACM) and asbestos containing building materials (ACBM) utilizing non-destructive sampling. Materials sampled included corrugated siding, vinyl floor tile and associated mastic, vinyl cove base mastic, drywall and associated joint compound, carpet mastic, ceiling tiles, linoleum flooring, cementations tiles, and roofing felt and shingles. The following paragraphs summarize our findings:

- F&R identified asbestos-containing containing tan vinyl floor tile and associated black mastic in the paint storage area, the front exercise room, and the meter shop.
- F&R identified a second layer of asbestos-containing white vinyl floor tile and associated black mastic in the meter shop.
- F&R identified asbestos-containing joint compound in the warehouse office, the paint storage area, the exercise rooms, the meter shop, and the homeless shelter.
- F&R identified asbestos-containing cementations panels on the exterior overhang of the meter shop.
- F&R observed a roofing material that appeared to be asbestos-containing on the landscaping shed. This material was not analyzed for asbestos content as it was inaccessible at the time of the inspection.
- F&R identified fluorescent lighting and ballasts throughout the buildings on the three properties. F&R visually inspected 15 separate florescent fixtures and noted that none of the fixtures inspected were labeled as "non-PCB containing". Therefore, F&R assumes that all of the light fixtures within the buildings on the three properties are PCB containing. The light bulbs are assumed to be mercury containing.

Lead Based Paint

F&R conducted a lead based paint survey of the painted surfaces in the buildings located on the three properties. Limited lead based paint was found on some metal



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components in some of the buildings. All of the structural steel in the warehouse of 217 Gordon Road was coated with lead based paint. In general, if structures are to be renovated or demolished, typical demolition techniques can be used without lead based paint becoming an issue of concern. Doors, door frames, window frames, metal stair rails and other metal structural components should be removed prior to demolition due to the probability of these components to be coated with lead based paint.

Other hazardous materials

Other hazardous materials such as gasoline, diesel fuel, paints, lubricants, solvents and other cleaning chemicals were seen at each of the three properties. In general, these materials were being properly stored. Florescent light bulbs and ballasts are in use throughout all of the buildings. High intensity lighting and emergency lighting is present throughout each of the properties.

Potential Areas of Concern

7100 Gordon Road –

- At least one underground storage tank is present at this property. The use and condition of this UST is unknown. There are no reported releases associated with this UST and for the purposes of this report; it is assumed that this UST is not leaking.
- Waste oil was stored outside of a shed labeled “hazardous materials storage”. The drums of waste oil were in good condition and for the purposes of this report; it is assumed that there is no environmental impacts to the property from these drums.

7101 Gordon Road –

- A number of empty drums were noted to be present on the property. No visible staining or stressed vegetation was noted in the area. For the purposes of this report, it is assumed that there has been no environmental impact to the property from these empty drums.
- A number of inoperable looking vehicles were staged at the property. Although no staining or stressed vegetation was noted in the area. For the purposes of this report, it is assumed that there has been no environmental impact to the property from these vehicles.

217 Gordon Road

- A few small areas of stained soil/gravel were noted near a garage door at the back of the shop area. The largest of the stained areas was approximately 3 feet in diameter. A sample of this stained material was submitted for laboratory analysis. Soil sampling indicated that these areas exceeded Virginia soil standards for TPH. This area of staining was less than 2 feet deep. These stained areas should be excavated and the excavated soil/gravel should be properly disposed of.
- The fence line along the east-northeast side of the property has some soil in the



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top one foot that is impacted with TPH. The measured TPH is above Virginia soil standards. The most likely cause of this impacted soil is from run-off from this open area where trucks park. The top one foot of soil in this drainage area should be excavated and properly disposed of.

Cost Estimates

F&R has developed conceptual cost estimates for the renovation of the FFB office areas. F&R is assuming that no work is to be conducted on the roof of the FFB.

- Petroleum contaminated soil – Approximately 15 cubic yards of contaminated soil should be removed from the areas noted above. Considering excavation, disposal and transportation costs of \$50 per cubic yard.
- Floor tile – Approximately 3,650 square feet of floor tile was observed in the paint storage area, the front exercise room, and the meter shop, with a second layer in the meter shop. F&R assumes a cost of \$3.75 per square foot for abatement of the floor tile. Our cost estimate assumes that the Maintenance and Property Yards will be vacant during the abatement. If the Maintenance and Property Yards are to be occupied during the abatement, a cost of \$4.00 per square foot is appropriate for estimating purposes.
- Floor tile mastic - Approximately 3,650 square feet of floor tile mastic was observed in the paint storage area, the front exercise room, and the meter shop, with a second layer in the meter shop. F&R assumes a cost of \$1.00 per square foot for abatement of the floor tile mastic. Our cost estimate assumes that the Maintenance and Property Yards will be vacant during the abatement. If the Maintenance and Property Yards are to be occupied during the abatement, a cost of \$1.25 per square foot is appropriate for estimating purposes.
- Joint compound – Approximately 6,500 square feet of joint compound was observed in the warehouse office, the paint storage area, the exercise rooms, the meter shop, and the homeless shelter. F&R assumes a cost of \$2.50 per square foot for abatement of the joint compound. Our cost estimate assumes that the Maintenance and Property Yards will be vacant during the abatement. If the Maintenance and Property Yards are to be occupied during the abatement, a cost of \$2.75 per square foot is appropriate for estimating purposes.
- Cementations panels – Approximately 650 square feet of cementations panels were observed on the exterior overhang of the meter shop. F&R estimates a cost of \$3.00 per square foot for abatement of the cementations panels. This cost estimate is not dependant on the occupancy status of the Maintenance and Property Yards, as this material is on the exterior.
- Roofing material – Approximately 3,000 square feet of a roofing material suspected to contain asbestos was observed on the roof of the landscaping shed. F&R estimates a cost of \$5.00 per square foot for abatement of the roofing material. This cost estimate is not dependant on the occupancy status of the Maintenance and Property Yards, as this material is on the exterior.
- Lights and ballasts – There are approximately 130 florescent light fixtures in the buildings of the three properties. F&R assumes a cost of \$8.00 per light fixture



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for abatement.

- Lead-based paint – F&R assumes that all lead-based painted components noted in the survey would be removed intact during any renovation and would not require any special handling or additional costs. However, if these components were to be stripped and repainted, precautions would need to be taken. Specifically, if these components were to be sanded, abraded or heated to remove the lead-based paint, workers trained in lead-based paint removal should be contracted for the work.

The total estimated cost for the removal of contaminated soils, abatement of asbestos, and other hazardous materials abatement at the three properties on Gordon Road are \$52,000. Other costs typically associated with the abatement of these materials would include abatement design, project management, and oversight/monitoring of the work are generally estimated at 15 to 25% of the abatement costs. The total estimated costs to abate the asbestos and other hazardous materials at the three properties on Gordon Road range up to \$65,000.

Should you have any questions regarding this work, please feel free to contact me at 443.733.1011.

Sincerely,
Froehling & Robertson, Inc.

Jay Fowles, CHMM
Regional Director, Environmental Services



Falls Church City Hall Improvements and Public Safety Center Feasibility Study

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REPORT 1 – STATEMENT OF NEED FINAL REPORT

JUNE 26, 2008

PSA  Dewberry



**FALLS CHURCH CITY HALL IMPROVEMENTS AND PUBLIC
SAFETY CENTER FEASIBILITY STUDY**

REPORT 1



**FALLS CHURCH CITY HALL IMPROVEMENTS AND PUBLIC
SAFETY CENTER FEASIBILITY STUDY**

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SAFETY CENTER FEASIBILITY STUDY**

REPORT 1